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URBAN/MUNICIPAL

1990

INFORMATION SYSTEMS COMMITTEE

CA40NHBL
A35
E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK



Circ +
to
2nd floor
CITY HALL
HAMILTON, ONTARIO
L8N 3T4

THE CORPORATION OF THE CITY OF HAMILTON

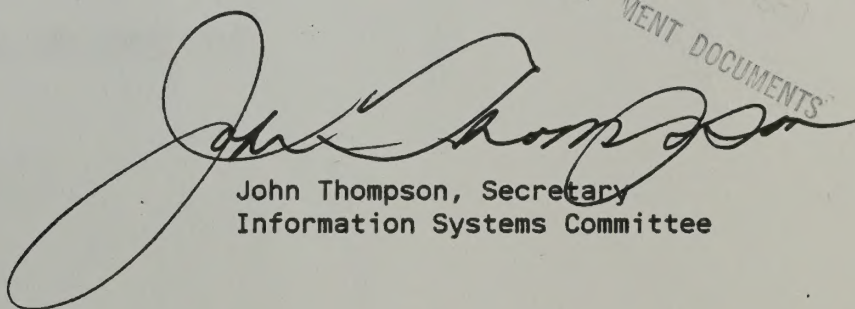
OFFICE OF THE CITY CLERK

1989 November 17

NOTICE OF MEETING

Information Systems Committee
Thursday, 1989 November 23
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

URBAN MUNICIPAL
NOV 23 1989
GOVERNMENT DOCUMENTS



John Thompson, Secretary
Information Systems Committee

JT:mjw

A G E N D A

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of Information Systems Committee Meeting held 1989 October 26

Recommendation:

Be received and adopted as presented.

(c) Errors or Omissions

(d) Business Arising Out of Minutes

I.

2. NEW BUSINESS

2.1 Payment of 1990 MSA (Management Sciences of America) invoice.

2.2 Leasing of Fixed Function Computer Terminals.

2.3 Private and Confidential Matter.

3. NOTICES RE MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

Thursday, 1989 October 26
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

1. (6)

The Information Systems Committee met:

There were present: Chairman (Alderman) J. Gallagher
Councillor S. Napper
Councillor A. Sloat
Alderman M. Kiss
Alderman G. Copps

Also present: Mr. L. Sage
Chief Administrative Officer
City of Hamilton
Mr. J. Hindson, Director, Information Systems
Mr. K. Muller, Assistant to Regional C.A.O.
John Thompson, Secretary

1. MINUTES

The minutes of the Information Systems Committee Meeting held 1989 August 24 were received and adopted as presented.

2. 1990 - 1992 SYSTEMS DEVELOPMENT AND MAINTENANCE PROJECTS

The Committee received a presentation by Mr. J. G. Hindson, Director, Information Systems regarding the 1990 - 1992 Systems Development and Maintenance Projects.

3. ACQUISITION OF ADDITIONAL MICROCOMPUTER WORKSTATIONS
BY CITY OF HAMILTON DEPARTMENTS

As outlined in a report of the Director of Information Systems dated 1989 October 13, the Committee agreed to submit the following recommendations to City and Regional Councils for approval:

- (a) That the City of Hamilton Departments be authorized to optionally acquire additional computer workstations through reports to their respective Committees of Council and as arranged by Information Systems.
- (b) That for the balance of 1989, the costs for additional workstations be financed from savings in the individual departments.
- (c) That the 1990 and subsequent year's costs, including support servicing, be financed by reductions in the 1990 salary and wage or other accounts for each Department where offsetting savings can be demonstrated.
- (e) That these recommendations be subject to the approval of the Finance Committee.

2. PRINCIPLES REGARDING PROVISION OF 1990 INFORMATION SYSTEMS SERVICES
AND CORRESPONDING BUDGET

As outlined in a report of the Director of Information Systems dated 1989 October 13, the Committee endorsed the following principles for incorporation in the 1990 Information Systems Budget for consideration by the Information Systems Committee:

- (a) Staff resource needs will first be met by looking for opportunities to rationalize and reallocate existing staff.
- (b) The 1990 budget proposal to include measures to address current service delivery concerns.
- (c) The computer hardware and software standards program be adjusted to suit changed user and industry condition.
- (d) Measures be included to address workstation support for End Users coupled with a program to encourage great User self-sufficiency.

3. INFORMATION ITEMS

The following items were received for information:

- (a) Finance and Personnel Committee, Report 11-89, Item 12, 1990 Grant Review Process (FIN 89-171).
- (b) Finance and Personnel Committee, Report 12-89, Item 16, Systems Development Productivity Reserve (FIN 89-177).

4. SECURITY OF CORPORATE FILES

Alderman Gallagher recommended that a policy and strategy should be developed to ensure security of City and Regional files.

Following discussion on this matter, the Committee adopted the following motion:

"That, in order to ensure the security of City and Regional files, the Director of Information Systems be authorized and directed to meet with both City and Regional Chief Administrative Officers and Solicitors to:

- (a) Discuss the preparation of a declaration to be signed by all City and Regional employees who have or will have access to Corporate files.
- (b) Develop a Position Paper containing a Policy and Strategy to ensure that all computer equipment is properly purged before being released to employees as part of a pension package including terminations, severances and resignations for consideration by the Information Systems Committee."

The meeting then adjourned.

Taken as read and approved,

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

John Thompson, Secretary
1989 October 26

Typed by M. J. Walton

FOR ACTION

2.1

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

DATE: 1989 November 13

COMM FILE:

DEPT FILE: 89.127

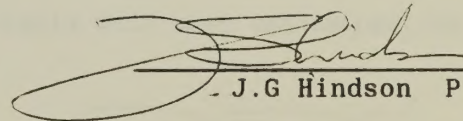
SUBJECT: Payment of 1990 MSA (Management Sciences of America)
invoice.

RECOMMENDATION:

- 1) The 1990 invoice for \$ 104,400 from MSA (Management Sciences of America) be authorized for payment.

NOTE: This invoice represents the 1990 maintenance charges for the MSA software for the Human Resources, payroll and Financial Systems for the Region of Hamilton-Wentworth and the City of Hamilton.

Payment by January 1990 will save approximately \$ 6,200, as the higher 1990 rate will apply after January 17, 1990.


J.G Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Funds available from account # CH 56005-26020 (1990 software).

BACKGROUND:

The Region and the City of Hamilton currently utilize computer software from MSA (Management Sciences of America) for their Human Resources, Payroll and Financial Information systems.

Under the terms of the MSA agreement, each licensee of their products pays an annual maintenance fee for the software. The software maintenance fees entitle each user to software enhancements and upgrades at no cost, software problem bulletins and, in particular, provides for 24 hour support for the software to assist with any difficulties or problems encountered.

In 1990, the maintenance invoice for all MSA software modules in use is \$104,400. However, if the invoice is paid before January 17, 1990 the 1990 price increase (approximately \$6,200) can be avoided.

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FOR ACTION

2.2

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1989 November 10

COMM FILE:

DEPT FILE: 89.129

SUBJECT: Leasing of Fixed function computer terminals.

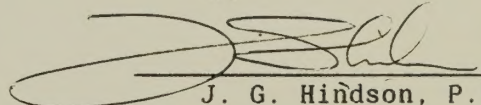
RECOMMENDATION:

- 1) Triathlon leasing of Richmond Hill provide Leasing services in accordance with their Proposal dated 1989 May 10th. Triathlon is the lowest monthly cost of five leasing proposals received.

IBM Model 3192 Terminals \$ 30.67 /month for 60 months.

- 2) That any leasing agreement be in a form satisfactory to the City of Hamilton Solicitor. (The City of Hamilton is the lessee)

NOTE: Replacement of 22 existing terminals will save approximately \$20,000 in 1990.


J. G. Hindson, P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

Funds are provided in Leasing Account # CH-56605-26030. A saving of \$ 20,000 will result from the replacement of existing terminals.

BACKGROUND:

The Information Systems Committee, at its meeting 1989 March 23rd, authorized that quotations be obtained for the supply of computer terminals (IBM model 3192 or equivalent).

In April, Requests for Proposals were issued to potential suppliers and five completed replies were received by 1989 May 10th.

Attached are the results of the Request for Proposals to lease IBM (or equivalent) Model 3192 Fixed Function computer terminals.

When the results of the Request for Proposals were received, the requirement for additional terminals was reviewed and determined, at that time, to be minimal.

However, in the fall, it was determined that by returning all existing TELEX terminal/screen printer combinations and replacing them with IBM 3192's and Rolland printers, \$20,000 per year could be saved. These savings are as the result of lower-cost new technology. The IBM terminal includes a connection device that will support an inexpensive microcomputer printer that is one-seventh the cost of the TELEX printer.

As leasing prices have not changed, I would recommend that the 1989 quotation figures be used in order that the savings can be realized as soon as possible.

Triathlon computer leasing of Richmond Hill is recommended as submitting the lowest cost per month proposal. A 60 month term is recommended due to the current nature of the technology represented in the IBM 3192 terminal.

EVALUATION OF LEASE PROPOSALS FOR IBM (or equivalent) TERMINALS - 1989

IBM model 3192 Fixed Function Terminals, 60 month lease
- sorted in order of monthly cost.

Supplier		3192 Fixed Function Terminals Cost/Month
Triathlon Leasing	Richmond Hill	\$30.67 <--- RECOMMENDED
Scott Leasing	Mississauga	\$32.42
IBM	Hamilton	\$38.37
Harris Systems	North York	\$39.00
Memorex-Telex	Markham	\$41.18

Unable to respond to Request for Proposals:

Comdisco, Toronto
CIS Corp, North York
Storagetek, Rexdale

It is the duty of every citizen to support the Government and to pay the taxes imposed by law.

The Government is the only authority that has the power to make laws and to enforce them.

The Government is the only authority that has the power to declare war and to make peace.

The Government is the only authority that has the power to appoint and remove judges.

The Government is the only authority that has the power to create and abolish offices.

The Government is the only authority that has the power to make treaties with foreign nations.

The Government is the only authority that has the power to coin money and to regulate the currency.

The Government is the only authority that has the power to declare bankruptcy.

It is the duty of every citizen to support the Government and to pay the taxes imposed by law.

It is the duty of every citizen to support the Government and to pay the taxes imposed by law.

E. A. SIMPSON
CITY CLERK

K. E. AVERY
DEPUTY CITY CLERK



CITY HALL
HAMILTON, ONTARIO
L8N 3T4
TEL. 527-0241

THE CORPORATION OF THE CITY OF HAMILTON

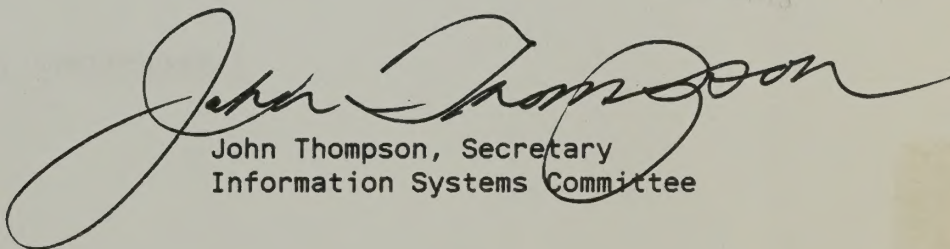
OFFICE OF THE CITY CLERK

1989 December 14

NOTICE OF MEETING

Information Systems Committee
Thursday, 1989 December 21
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

URBAN MUNICIPAL
DEC 21 1989
GOVERNMENT DOCUMENTS


John Thompson, Secretary
Information Systems Committee

JT:mjw

A G E N D A

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of Information Systems Committee Meeting held 1989 November 23

(c) Errors or Omissions

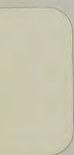
(d) Business Arising Out of Minutes

(i) City Hall Security

Recommendation:

That the copy of the memorandum from the Director of Property
to the Co-ordinating Committee dated 1989 November 30 be
received for information.

I



2. NEW BUSINESS

2.1 Revised meeting schedule for Information Systems Committee

2.2 Capital Funding 1990 - 1994

2.3 Corporate Systems Development Outline

2.4 Private and Confidential Matters

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT

Thursday, 1989 November 23
9:30 o'clock a.m.
15th Floor Committee Room
Regional Offices

1(6)

The Information Systems Committee met.

There were present: Chairman (Alderman) J. Gallagher
Councillor A. Sloat
Alderman M Kiss
Alderman G. Copps

Absent with Regrets: Councillor S. Napper, Illness

Also present: Mr. J. G. Hindson, Director
Information Systems
Mr. J. Thompson, Secretary

1. MINUTES

The minutes of the meeting of the Information Systems Committee meeting held Thursday, 1989 October 26 were received and adopted as presented.

2. PAYMENT OF 1990 MSA (MANAGEMENT SCIENCES OF AMERICA) INVOICE

As outlined in a report of the Director of Information Systems dated November 13, the Committee agreed to submit the following resolution to City and Regional Councils for approval:

- (a) That the invoice from MSA (Management Sciences of America) in the amount of \$104 400 which represents the 1990 maintenance fees for the MSA computer software for the Human Resources, Payroll and Financial Systems for the Regional Municipality of Hamilton-Wentworth and City of Hamilton, be authorized for payment.
- (b) That this expenditure be charged to Account No. CH56005 26020 (1990 Software).

NOTE: Payment by January 1990 will save approximately \$6 200, as the higher 1990 rate will apply after 1990 January 17.

3. LEASING OF FIXED FUNCTION COMPUTER TERMINALS

As outlined in a report of the Director of Information Systems dated 1989 November 10, the Committee agreed to submit the following recommendation to City Council for approval:

- (a) That Triathlon Leasing, Richmond Hill, provide leasing of Fixed Function computer terminals in accordance with their Proposal dated 1989 May 10, as follows:

IBM Model 3192 Terminals \$ 30.67 /month for 60 months.

- (b) That any leasing agreement be in a form satisfactory to the City of Hamilton Solicitor. (The City of Hamilton is the lessee.)

NOTE: Lowest monthly cost of five (5) leasing proposals received. Funds provided in Leasing Account No. CH56605 26030.

Replacement of 22 existing terminals will save approximately \$20 000 in 1990.

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4. PRIVATE AND CONFIDENTIAL MATTER

It was duly moved, seconded and carried to move in camera to discuss matters of a confidential nature.

The Committee then moved out of camera and approved the following recommendations:

- (a) That the Joint Accommodation Committee of the City of Hamilton and the Regional Municipality of Hamilton-Wentworth give consideration to the special requirements for the security of Information Systems facilities.
- (b) That the Director of Information Systems report back to the Information Systems Committee on any additional security measures that may be recommended as the result of the security review currently being conducted by the Regional Police and Property Department.
- (c) That a letter be forwarded to the Co-ordinating Committee of the City of Hamilton recommending that the Director of Property be authorized and directed to undertake an immediate review of the current security measures and requirements for City Hall and report back on any additional security measures that may be required. In discussion, the Committee expressed concern over a potential security problem associated with general unrestricted access to City Hall particularly on evenings and weekends.

The meeting then adjourned.

Taken as read and approved,

COUNCILLOR J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

John Thompson, Secretary
1989 November 23

Typed by M. J. Walton

Corporation of the City of Hamilton

Memorandum

1(a)i

TO: Mr. J. J. Schatz
Secretary, Co-ordinating Committee

FROM: Mr. D. W. Vyce
Director of Property

OUR FILE:
PHONE: 546-2719

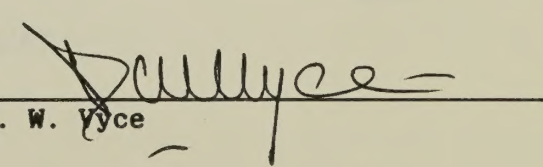
SUBJECT: City Hall Security

DATE: 1989 November 30

I note from Mr. J. Thompson's memorandum to you of November 29, 1989 that the Information Systems Committee has recommended that the Director of Property be authorized and directed to undertake an immediate review of the current Security measures and requirements for City Hall and report back on any additional Security measures that may be required.

I thought your Committee might wish to know that this issue was a topic of discussion at a recent Management Team Meeting. Mr. L. Sage has asked that myself and Mr. Avery of your Department to conduct the review.

I have contacted the Crime Prevention Bureau of the Regional Police Department for any assistance they may be able to offer. Mr. Avery and myself will be meeting with a member of the Regional Police Department on Friday, December 1, 1989 and will keep you advised of our progress in addressing this very important issue.


D. W. Vyce

DWV/nw

c.c. Mr. Lou Sage, Chief Administrative Officer

Mr. K. E. Avery, Deputy City Clerk

✓ Mr. J. Thompson, Secretary, Information Systems Committee

Mr. R. Swan, Manager, Property Maintenance Division

Mr. J. G. Hindson P.Eng., Director of Information Systems

City of Hamilton

Resolution

Whereas the City of Hamilton is desirous of...

Be it resolved that...

That the City Clerk be and he is hereby...

Attest my hand and seal...

This 1st day of...

Mayor...

City Clerk...

City Clerk...

City Clerk...

I hereby certify that the foregoing is a true and correct copy of the original as the same appears in the City of Hamilton...

I hereby certify that the foregoing is a true and correct copy of the original as the same appears in the City of Hamilton...

I hereby certify that the foregoing is a true and correct copy of the original as the same appears in the City of Hamilton...

[Signature]
City Clerk

Witness my hand and seal...

Attest my hand and seal...

Attest my hand and seal...

Attest my hand and seal...

Attest my hand and seal...

Attest my hand and seal...

FOR ACTION

2.1

REPORT TO: Chairman and Members
Information Systems Committee

FROM: John Thompson, Secretary
Information Systems Committee

DATE: 1989 December 14

COMM FILE:

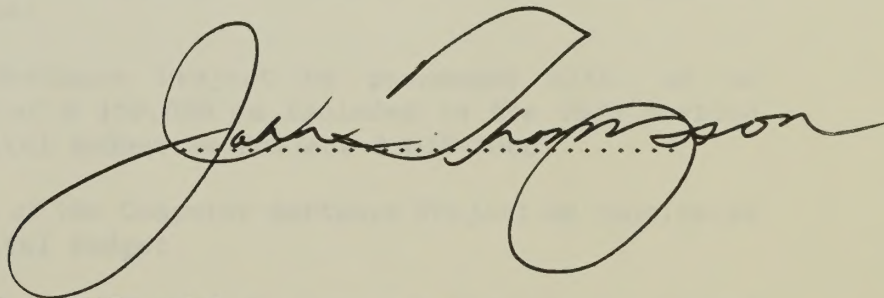
DEPT FILE:

SUBJECT:

Revised Meeting Schedule for Information Systems Committee

RECOMMENDATION:

That consideration be given to revising the meeting times for the Information Systems Committee to conform with the meeting times of the reorganized standing committee structure of the City of Hamilton effective 1990 January 1.



FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

With the adoption of the reorganized committee structure by City Council on 1989 October 31, the new Finance and Administration Committee will meet on the Thursday immediately prior to the City Council meetings which conflicts with the present meeting schedule of the Information Systems Committee.

Alderman Brian Hinkley, Chairman, Finance and Administration Committee has requested that the Information Systems Committee consider revising their meeting time to conform with the meeting times of the City's standing committees.

21

Page Action

DATE: 1987 January 15
TIME: 11:30
1987 (1/15)

Mr. Thomas, Secretary
Information Systems Division

Mr. Thomas, Secretary
Information Systems Division

Enclosed for you is the Information Systems Division

The Information Systems Division is pleased to inform you that the following information is being provided to you for your information. The information is being provided to you for your information. The information is being provided to you for your information.



THOMAS, SECRETARY, INFORMATION SYSTEMS DIVISION

W

1987 (1/15)

With the exception of the information contained herein, no other information is being provided to you for your information. The information is being provided to you for your information. The information is being provided to you for your information.

After the meeting, the Information Systems Division will be providing you with the information requested. The information is being provided to you for your information. The information is being provided to you for your information.

2.2

FOR ACTION

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson P.Eng.
Director of Information Systems

DATE: 1989 November 8

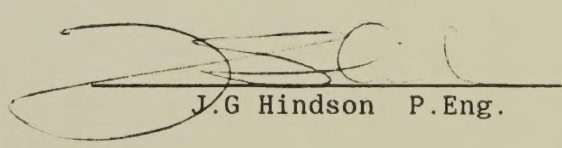
COMM FILE:

DEPT FILE: 89.132

SUBJECT: Capital Funding 1990-1994 - Information Systems

RECOMMENDATION:

- 1) The following recommendations be forwarded to the City of Hamilton Finance and Administration Committee:
 - a) The 1989 Computer Software Project be proceeded with, at an estimated gross cost of \$ 150,000 as included in the 1989 portion of the 1989-1993 Capital Budget as Project # 010-39007.
 - b) The 1990-1994 portion of the Computer Software Project be considered in the 1990-1994 Capital Budget.
 - c) The 1990 portion of the Workstation Furniture Project be considered in the 1990-1994 Capital Budget.
 - d) The City of Hamilton Treasurer be requested to recommend the method of financing to the Finance and Administration Committee.


J.G Hindson P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

As may result from the deliberations of the Finance and Administration Committee and Council on the 1990-1994 Capital Budget.

BACKGROUND:

One of the objectives of the Information Systems is to rationalize systems requirements in terms of hardware, software and employee resources to provide

THE ACTS

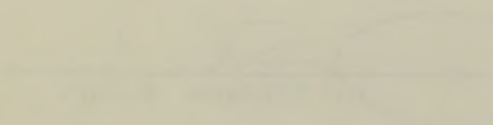
Section 1. The Board of Directors of the Corporation shall have the honor to certify that the following is a true and correct copy of the original as the same appears in the records of the Corporation.

Section 2. The Board of Directors of the Corporation shall have the honor to certify that the following is a true and correct copy of the original as the same appears in the records of the Corporation.

Section 3. The Board of Directors of the Corporation shall have the honor to certify that the following is a true and correct copy of the original as the same appears in the records of the Corporation.

ARTICLE II

1. The first section of the Constitution of the Corporation shall be amended to read as follows:
2. The second section of the Constitution of the Corporation shall be amended to read as follows:
3. The third section of the Constitution of the Corporation shall be amended to read as follows:
4. The fourth section of the Constitution of the Corporation shall be amended to read as follows:
5. The fifth section of the Constitution of the Corporation shall be amended to read as follows:


President of the Corporation

Section 4. The Board of Directors of the Corporation shall have the honor to certify that the following is a true and correct copy of the original as the same appears in the records of the Corporation.

Section 5. The Board of Directors of the Corporation shall have the honor to certify that the following is a true and correct copy of the original as the same appears in the records of the Corporation.

ARTICLE III

Section 6. The Board of Directors of the Corporation shall have the honor to certify that the following is a true and correct copy of the original as the same appears in the records of the Corporation.

Information Systems Services to the Region and City of Hamilton.

In preparation for the 1990-1994 Capital budget submissions, a review of current Capital funds has been performed.

1) 1989 Computer Software (Project # 010-39007)

The 1989 Capital budget includes a provision of \$ 175,000 for Computer software to develop and maintain systems. These will be used to continue the implementation and training for CASE (Computer Aided Software Engineering) software technology. It is recommended that the Finance and Administration Committee be requested to approve the transfer to the appropriate works-in-progress account.

2) 1990-1994 Portion for Computer Software

The 1990-1993 portions of the Capital Budget included amounts each year for the on-going purchase and implementation of packaged computer software suitable for the Corporations needs. It is recommended that capital funding be established for the 1990 to 1994 period as indicated on the attached submission forms for consideration in the capital budget process.

3) 1990 Computer Workstation Furniture

The 1990 portion of the Capital Budget included an amount of \$75,000 for the continuation of the retrofit program to provide computer workstation furniture to various Departments. It is recommended that capital funding be submitted for consideration in the capital budget process.

c.c. Mr. E. C. Matthews, Treasurer

Information System Section of the Region and City of Seattle

In preparation for the 1990-1991 Capital Budget - Supplement, a review of current Capital Budget has been completed.

1. 1990-1991 Capital Budget - Supplement

The 1990-1991 Capital Budget Supplement is a revision of the 1989-1990 Capital Budget Supplement. It contains the same information as the 1989-1990 Capital Budget Supplement, but with the addition of the 1990-1991 Capital Budget Supplement. It is recommended that the 1990-1991 Capital Budget Supplement be included in the 1990-1991 Capital Budget Supplement.

2. 1990-1991 Capital Budget - Supplement

The 1990-1991 Capital Budget Supplement is a revision of the 1989-1990 Capital Budget Supplement. It contains the same information as the 1989-1990 Capital Budget Supplement, but with the addition of the 1990-1991 Capital Budget Supplement. It is recommended that the 1990-1991 Capital Budget Supplement be included in the 1990-1991 Capital Budget Supplement.

3. 1990-1991 Capital Budget - Supplement

The 1990-1991 Capital Budget Supplement is a revision of the 1989-1990 Capital Budget Supplement. It contains the same information as the 1989-1990 Capital Budget Supplement, but with the addition of the 1990-1991 Capital Budget Supplement. It is recommended that the 1990-1991 Capital Budget Supplement be included in the 1990-1991 Capital Budget Supplement.

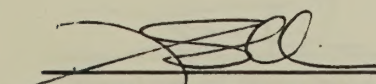
4. 1990-1991 Capital Budget - Supplement

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Information Systems
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Computer Software
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Software development companies make significant investments in software products
(in most cases millions of dollars) and then recover their investment through
the sale of copies of the software to many clients. This arrangement makes
highly functional software available to data processing centres at a fraction
of the cost that would be associated with in-house development and facilitates
the re-allocation of more of the existing resources to the systems application
backlog.
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 175,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 175,000
6. (a) YEAR OF EXPENDITURE - 1990 \$ 175,000 _____
- 1991 \$ _____
- 1992 \$ _____
- 1993 \$ _____
- 1994 \$ _____
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The Corporation is in a position to take advantage of the reduced availability
cost of packaged software as the Corporation requires general purpose software
for statistical analysis, performance monitoring, project control, and many
other business applications
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 175,000
- SCHEDULED TO START IN THE YEAR _____

NO. OF PERSON
YEARS CREATED



Signature of Department Head/Local
Board Manager
(for Standing Committee)

89/11/10

Date

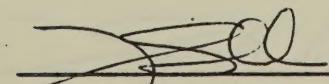
Signature of C.A.O.
(for Executive Committee)

Date

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Information Systems
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Computer Software
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
Software development companies make significant investments in software products
(in most cases millions of dollars) and then recover their investment through
the sale of copies of the software to many clients. This arrangement makes
highly functional software available to data processing centres at a fraction
of the cost that would be associated with in-house development and facilitates
the re-allocation of more of the existing resources to the systems application
backlog.
4. (a) PROJECT STARTING DATE: 1991
(b) PROJECT FINISHING DATE: 1994
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1991
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ _____
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ _____
- NO. OF PERSON
YEARS CREATED
6. (a) YEAR OF EXPENDITURE - 1990 \$ _____
- 1991 \$ 200,000
- 1992 \$ 200,000
- 1993 \$ 200,000
- 1994 \$ 200,000
- 1995 & after \$ _____
(b) TOTAL NUMBER OF PERSON YEARS CREATED: _____
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: \$ NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
The Corporation is in a position to take advantage of the reduced availability
cost of packaged software as the Corporation requires general purpose software
for statistical analysis, performance monitoring, project control, and many
other business applications
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☒ YES ☒ - AT CITY'S COST OF \$ 400,000
- SCHEDULED TO START IN THE YEAR 1991



Signature of Department Head/Local
Board Manager
(for Standing Committee)

89/11/10

Date

Signature of C.A.O.
(for Executive Committee)

Date

CITY OF BOSTON
TREASURY

REPORT OF THE COMMISSIONER OF THE
TREASURY OF THE CITY OF BOSTON

1. The following is a statement of the assets and liabilities of the City of Boston, as of the close of the fiscal year ending June 30, 1901.

2. The assets of the City of Boston, as of the close of the fiscal year ending June 30, 1901, were as follows:

3. The liabilities of the City of Boston, as of the close of the fiscal year ending June 30, 1901, were as follows:

4. The surplus of the City of Boston, as of the close of the fiscal year ending June 30, 1901, was as follows:

ASSETS

1. Cash	100,000.00
2. Bonds	1,000,000.00
3. Stocks	500,000.00
4. Real Estate	2,000,000.00
5. Other Assets	1,500,000.00
Total Assets	5,000,000.00

LIABILITIES

1. The following is a statement of the liabilities of the City of Boston, as of the close of the fiscal year ending June 30, 1901:

2. The liabilities of the City of Boston, as of the close of the fiscal year ending June 30, 1901, were as follows:

3. The surplus of the City of Boston, as of the close of the fiscal year ending June 30, 1901, was as follows:

COMMISSIONER OF THE TREASURY

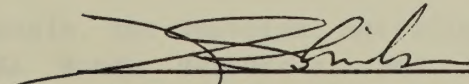
REPORT OF THE COMMISSIONER OF THE TREASURY

1901

City of Hamilton
Treasury

1990-1994 CAPITAL BUDGET
INDIVIDUAL CAPITAL PROJECT SUBMISSION FORM

1. DEPARTMENT/LOCAL BOARD: Information Systems
2. (a) PROJECT NUMBER: _____
(b) PROJECT NAME: Computer Workstations (City of Hamilton)
3. DETAILED DESCRIPTION, STATING PURPOSE, TYPE OF PROJECT, LOCATION, ETC.:
The introduction of computer terminal and equipment introduces new elements and factors in the selection of "workstation" furniture. Factors which must be considered in this working environment are: distance and angle from operators eye to terminal screen, lighting, glare, keyboard heights and back support. In addition to these health and safety factors, other requirements related to the electrical cabling should be considered. Many computer workstations have been installed in City Hall on existing desks and tables that are not considered appropriate "workstation furniture" for a variety of reasons.
4. (a) PROJECT STARTING DATE: 1990
(b) PROJECT FINISHING DATE: 1990
(c) YEAR ONTARIO MUNICIPAL BOARD APPROVAL REQUIRED: 1990
5. (a) GROSS COST OF PROJECT
IN YEAR-OF-START DOLLARS: \$ 75,000
(b) LESS SUBSIDIES AND OTHER RECEIPTS: \$ _____
(c) NET CITY'S COST: \$ 75,000
- | | | NO. OF PERSON
YEARS CREATED | |
|--------|---------------------------------------|--------------------------------|-------|
| 6. (a) | YEAR OF EXPENDITURE | | |
| | - 1990 | \$ <u>75,000</u> | _____ |
| | - 1991 | \$ _____ | _____ |
| | - 1992 | \$ _____ | _____ |
| | - 1993 | \$ _____ | _____ |
| | - 1994 | \$ _____ | _____ |
| | - 1995 & after | \$ _____ | _____ |
| (b) | TOTAL NUMBER OF PERSON YEARS CREATED: | | _____ |
7. ADDITIONAL JOBS TO BE CREATED BY THE PROJECT: NIL
8. ADDITIONAL ANNUAL OPERATING COST: NIL
9. EFFECT OF REDUCTION IN COST, DELAY OR ELIMINATION OF THIS PROJECT:
Computer terminal workstations will be below currently acceptable standards. Affects the health and safety of employees. There exists the potential for complaints through the department of labour.
10. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET?
NO ☐ YES ☒ - AT CITY'S COST OF \$ 75,000
- SCHEDULED TO START IN THE YEAR 1990


Signature of Department Head/Local
Board Manager
(for Standing Committee)

1989 Nov 24
Date

Signature of C.A.O.
(for Executive Committee)

Date

2.3

FOR ACTION

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

DATE: 1989 December 12

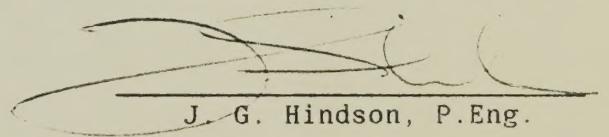
COMM FILE:

DEPT FILE: 89.131

SUBJECT: Corporate Systems Development Outline

RECOMMENDATION:

- 1) That the Information Systems Committee receive the "Corporate Systems Development Outline" as information.



J. G. Hindson, P.Eng.

FINANCIAL IMPLICATIONS: (IF NONE, STATE N/A)

N/A

BACKGROUND:

One of the objectives of Information Systems is to coordinate Systems-related maintenance and development projects.

This is a challenging task as it involves the coordination of the needs of 31 different Departments and Agencies. Notwithstanding this challenge, it is very worthwhile in terms of reducing software and maintenance redundancies, developing and maintaining standards and coordinating systems developments that have inter-relationships with one another.

For example, the Municipal Activity Cost System (or MACS) is inter-related with the MSA Human Resources, MSA ledger, purchasing, budget and payables, attendance, fleet maintenance, inventory and asset control and Parcil systems.

23

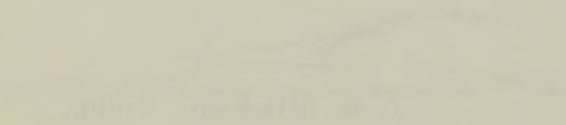
Page 10 of 10

Section 1: Introduction
The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and timeline.

Section 2: Objectives and Scope
The primary objective of this project is to develop a robust system that meets the following requirements:
- Requirement 1: The system must be able to handle large volumes of data.
- Requirement 2: The system must be secure and reliable.
- Requirement 3: The system must be easy to use and maintain.

Section 3: Project Timeline
The project is scheduled to be completed by the end of the year. The timeline is as follows:

Section 4: Conclusion
In conclusion, this project is a critical component of our organization's long-term strategy. We are confident that the system developed will meet all the requirements and provide a significant benefit to our organization.



Section 5: Appendix
This section contains additional information related to the project, including a list of references and a glossary of terms.

Page 10

Section 6: References
The following references were used in the preparation of this document:

Section 7: Glossary
The following terms are defined for the purpose of this document:

Section 8: Acknowledgments
The author wishes to thank the following individuals for their assistance and support during the course of this project:

Section 9: Contact Information
For more information, please contact the author at the following address:

In order to co-ordinate User requests and foster communication between Users, project requests are discussed with Users in User Groups (eg Operations Management) that include representation from Departments that have similar interests in Systems Development. This User Group "forum" helps to eliminate the potential of redundant requests and improves communications between Users in developing systems that truly integrate data and information.

Attached is the "Corporate Systems Development Outline" that has been formulated by the User Groups as a preliminary work plan for 1990 and 1991. The outline represents the list of maintenance and potential development projects. The development projects, in many cases are subject to justification and alternatives reviews, scheduling of appropriate interfaces with other systems or User funding availability.

The listing is being tabled with the Committee at this time in response to the Committee's request for such a listing and in view of the number of Project requests.

In December and January this Outline will be reviewed by the Regional and City Management Teams culminating in specific Systems Development recommendations for consideration by the Information Systems Committee.

In order to not neglect the economic and social development of the country, the Government has decided to carry out a series of measures to improve the living conditions of the population. These measures include the construction of new housing, the improvement of the health services, and the development of the education system. The Government is also working to improve the infrastructure of the country, such as the roads and the public transport system. These measures are necessary to ensure the well-being of the population and the development of the country.

The Government is also working to improve the living conditions of the population. This includes the construction of new housing, the improvement of the health services, and the development of the education system. The Government is also working to improve the infrastructure of the country, such as the roads and the public transport system. These measures are necessary to ensure the well-being of the population and the development of the country.

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In conclusion, the Government is committed to improving the living conditions of the population and the development of the country. These measures are necessary to ensure the well-being of the population and the development of the country.

DRAFT ONLY

CORPORATE SYSTEMS DEVELOPMENT OUTLINE

Listing of Maintenance and Development Projects
including Systems Analysis and Programming Resources

	Page
Administrative / Public Service User Group	1
Community Services User Group	2
Finance User Group	3
Human Resources / Payroll / Pension User Group	5
Library User Group	6
Operations Management User Group	7
Property Systems User Group	8
Other	9

NOTES:

- 1) Hours indicate "task" hours and include allowances for holidays, vacation etc
- 2) All projects are subject to, (depending on the circumstances):
 - (a) Information Systems Committee review
 - (b) Cost/benefit analysis
 - (c) maintenance or legislative requirements that may change priority
 - (d) changes in scope or User requirements affecting estimates
 - (e) interrelationship with other projects
- 3) Process Control division Project list will be available in 1990 January
- 4) A "0" Estimate indicates pre 1990 Project or Estimate not available

1971

1971-1972

1971-1972

1971

- 1. 1971-1972
- 2. 1971-1972
- 3. 1971-1972
- 4. 1971-1972
- 5. 1971-1972
- 6. 1971-1972
- 7. 1971-1972
- 8. 1971-1972
- 9. 1971-1972
- 10. 1971-1972

1971

1971-1972

PROJ. PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
1 DEVELOP	CEMETERY RECORDS SYSTEM	100	50	300	100
2 DEVELOP	AUTOMATIC LIC. PRICING	0	0		0
3 DEVELOP	SOLICITORS DATA BASE	75	50	75	50
3 DEVELOP	SOLICITORS DATA BASE	75	50	75	50
4 MAINT	ELECTION POLL CHANGES	50	0	75	0
5 DEVELOP	NETWORK COMMITTEE	0	0	0	0
6 DEVELOP	INSURANCE CLAIMS PUB WKS	100	50	100	100
7 DEVELOP	LEGAL RECORDS MANAGEMENT	60	20	120	40
8 DEVELOP	SECOND LEVEL LODGING	0	0	0	0
9 MAINT	ALDERMANIC ASSISTANCE	25	25	20	20
10 DEVELOP	MARKET MICRO APPLICATIONS	15	0	0	0
11 DEVELOP	ADDS & CHANGES TO INDEX	30	20	50	150
12 DEVELOP	MICRO HRD/SFTWARE INVEST.	25	25	0	0
13 MAINT	BINGO LOTTERY CHANGES	40	40	0	0
14 DEVELOP	MICROFILM	30	30	0	0
15 MAINT	C & R HAM PLACE MAIL	0	0	0	0
16 MAINT	ELECTION SYSTEM	0	500	0	500
17 DEVELOP	REWRITE TRADE LIC. SYSTEM	100	80	225	400
18 DEVELOP	ON-LI DB ACCESS C&R BLAWS	70	0	150	225
19 DEVELOP	BY-LAW REPORTS DETAIL	35	35	100	210
20 DEVELOP	CHANGES TO ELECTION PREP.	35	115	70	80
USER GROUP ESTIMATES		865	1,090	1,360	1,925

COMMUNITY SERVICES USER GROUP PROJECT LIST

Page 2

PROJ.	PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
PRIOR.	CLASS					
01	DEVELOP	INCOME MAINTENANCE	300	250	300	330
02	MAINT	DAY CARE MAINTENANCE	70	70	70	70
03	DEVELOP	HEALTH MAINTENANCE	30	30	40	40
05	DEVELOP	AUTO CHEQUE PRODUCT	120	0	200	0
07	DEVELOP	CLIENT INFORMATION	100	150	0 G	0
08	DEVELOP	CLIENT INFORMATION	225	275	200 G	400
09	DEVELOP	STAFF SCHEDULING	175	225	100 G	300
10	DEVELOP	STAFF SCHEDULING	75	75	50 G	100
	DEVELOP	PAYMENT STATUS	100	0	130	0
	DEVELOP	COUNSELLING BILLING	120	0	150	0
13	DEVELOP	FIXED ASSET CONTROL	400	400	300	1,300
14	DEVELOP	FIXED ASSET CONTROL	200	200	100	500
15	DEVELOP	FILE AUTOMATION	0	200	0	100
16	DEVELOP	CASE MANAGEMENT	0	50	0	0
17	DEVELOP	PROVINCE INCOME MAINT.	0	0	0	0
18	DEVELOP	DIRECT DEPOSIT	0	100	0	50
USER GROUP ESTIMATES			1,915	2,025	1,640	3,190

PROJ. PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
PRIOR. CLASS					
MAINTENANCE					
1 MAINT	Capital Budget Maint.	20	20	30	30
2 MAINT	Purchasing / Inventory Maint.	20	20	30	30
3 MAINT	Accounts Payable Maint.	20	20	30	30
4 MAINT	Budgetary Control Maint.	20	20	30	30
5 MAINT	Financial Controller Maint.	20	20	30	30
6 MAINT	General Ledger Maint.	20	20	30	30
7 MAINT	Budget Module Maint.	20	20	30	30
8 MAINT	Common Components Maint.	20	20	30	30
9 MAINT	Information Expert Maint.	20	20	30	30
10 MAINT	G.E.S. Release 90.01	200	0	350	0
11 MAINT	DCI Security Maint.	20	20	30	30
12 MAINT	Account Receivable Maint.	6	6	30	30
GENERAL LEDGER RELEASE 90-01					
13 DEVELOP	Release 90.01 G.L. and Budget Module	0	0	0	0
14 DEVELOP	Release 90.01 General	0	0	0	0
15 MAINT	T.P.U.	0	0	0	0
YEAR END					
16 DEVELOP	Year End Processing System	0	35	50	50
17 DEVELOP	Purchasing - Vendor Roll - set up ve	30	0	30	0
18 DEVELOP	Purge Cycle	20	0	25	0
19 DEVELOP	Report Formats / New Reports	75	125	250	250
20 DEVELOP	A/P - Cheque Print Rewrite	0	0	60	0
REVIEW SYSTEM					
21 DEVELOP	Revamp Security	0	0	50	50
22 DEVELOP	COM Requirements	15	0	100	0
23 DEVELOP	Train Users / Programmers	100	0	400	0
24 DEVELOP	User Manuals	150	0	0	0
26 DEVELOP	Financial Controller - Audit Master	100	0	100	0
27 DEVELOP	Report Formats / New Reports	125	125	250	250
IMPLEMENTATION					
28 DEVELOP	Reconciliation Bank	0	0	0	0
29 DEVELOP	Purchase Order Print	0	0	0	0
30 DEVELOP	Requisition Print	0	0	0	0

FINANCIAL USER GROUP

Page 4

OTHER DEVELOPMENT

31	DEVELOP	Range Parameter Entry/Edit - AFF Bui	30	0	150	0
32	DEVELOP	A/P - Batch Invoice Load - Propert	0	0	0	0
33	DEVELOP	AFF Build - Performance	30	0	100	0
34	DEVELOP	BC update - Performance	30	0	100	0
35	DEVELOP	BC update - Integrate Non-MSA System	20	0	100	0
36	MAINT	Remove Old System	5	0	30	0
37	DEVELOP	Non-Appl Sys-Brightview/Expert Insig	0	200	0	400
38	DEVELOP	Review DASD requisition / Channel 8a	50	30	100	100
39	DEVELOP	IE - Production - Introduction to Us	50	50	200	0
40	DEVELOP	Processing Frequency (Daily)	100	0	100	0
43	DEVELOP	Information Network for Users	10	0	0	0
56	DEVELOP	Purge Cycle	15	0	25	0

USER GROUP ESTIMATES

1,361	771	2,900	1,430
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HUMAN RESOURCE/PAYROLL/PENSION USER GROUP PROJECT LIST

Page 5

PROJ.	PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
PRIOR.	CLASS					
1	MAINT	MSA PERSONNEL/PAYROLL	150	200	900	950
2	MAINT	PAYROLL/PENSION SUPPORT	350	400	1,100	1,200
3	MAINT	PERSONNEL SUPPORT	250	300	400	450
4	DEVLOP	PAYROLL G/L INTERFACE	0	0	0	0
5	DEVLOP	JOB EVALUATION/PAY EQUITY	150	0	200	0
6	DEVLOP	EMPLOYMENT EQUITY	100	0	200	0
7	DEVLOP	HSR PAYROLL	20	0	10	0
8	MAINT	1990 PAYROLL BUDGET	0	0	0	0
9	DEVLOP	TRAINING ADMIN INTERFACE	0	0	0	0
10	DEVLOP	PAYROLL BUDGET REWRITE	100	20	250	50
14	DEVLOP	BENEFITS COST ANALYSIS	60	0	150	0
15	DEVLOP	POSITION CONTROL	80	0	80	0
16	DEVLOP	EMPLOYEE DEV. TRACKING	0	50	0	150
17	DEVLOP	LABOUR RELATIONS	100	20	250	50
18	DEVLOP	LIFE-TO-DATE HISTORY	0	190	0	400
19	MAINT	HEALTH PART-TIME PAYROLL	0	100	0	100
USER GROUP ESTIMATES			1,360	1,280	3,540	3,350

LIBRARY USERS' GROUP PROJECT LIST

Page 6

PROJ.	PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
PRIOR.	CLASS					
1	MAINT	REGULAR FILE MAINTENANCE	200	200	135	135
2	MAINT	MONTHLY VIDEO LISTINGS	0	0	0	0
3	DEVELOP	OPACS PILOT PROJECT	0	0	0	0
4	DEVELOP	INVESTIGATE HOME ACCESS	0	0	0	0
5	MAINT	ACQUISITIONS - DEMOSYS	350	350	0	0
6	DEVELOP	HIRE CONS. - ACQUIS	0	0	0	0
7	DEVELOP	CONS CD-CATSS TO DOBIS	0	0	0	0
8	DEVELOP	CONS DMARCOUT TO COM	0	0	0	0
	DEVELOP	CONS ELECTRONIC ORDERS	0	0	0	0
	DEVELOP	CONS AUTH RECS FROM UTLAS	0	0	0	0
11	DEVELOP	DATA RADIO PROJECT	0	0	0	0
12	MAINT	FIX VIDEO LIST	0	0	0	0
13	MAINT	REVISE OVERDUE NOTICE	0	0	0	0
14	MAINT	ADD NEW MATERIAL TYPES	0	0	0	0
15	MAINT	LARGE PRINT REPT MOD	0	0	0	0
16	MAINT	REVISE SPSS REPORT	0	0	0	0
17	MAINT	1990 NADUG MEETING	210	0	0	0
18		YEAR TO DATE WORK	0	0	0	0
19		MISC	14	14	7	7
USER GROUP ESTIMATES			774	564	142	142

OPERATIONS MANAGEMENT USER GROUP PROJECT LIST

Page 7

PROJ. PRIORITY PRIOR. CLASS	PROJECT NAME	EST.	EST.	EST.	EST.
		ANALYST	ANALYST	PROG.	PROG.
		HOURS	HOURS	HOURS	HOURS
		1990	1991	1990	1991
1	DEVELOP	MACS PROJ REQS DEFN	140	0	0
2	DEVELOP	MACS PROJ ANALYSIS	200	0	0
3	DEVELOP	BUSINESS APPLICATION	314	0	226
3	DEVELOP	MACS PROJ DESIGN	360	0	0
4	DEVELOP	MACS PROJ WALKTHRU	100	0	450
5	DEVELOP	MACS PROJ MGT	0	100	0
6	DEVELOP	MACS PROJ TESTS	0	100	0
6	DEVELOP	MACS PROJ DOCUMT'N	0	100	0
8	MAINT	MACS MAINT	0	600	0
9	DEVELOP	MICRO FLEET SYS INSTAL	70	30	0
10	MAINT	VERTEK FUEL SYSTEM	100	40	50
11	MAINT	TRAFFIC ACCIDENTS SYS	56	30	0
12	MAINT	FIRE TRAIN RECORDS	16	16	0
13	MAINT	FIRE CADS	0	630	0
14	MAINT	MF FLEET SYS	0	0	0
15	MAINT	MF MMS	0	0	0
16	MAINT	AIRPORT	4	0	0
USER GROUP ESTIMATES		1,360	1,646	726	5,040

PROPERTY USER GROUP PROJECT LIST - MAINTENANCE

Page 8

PROJ. PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
1 MAINT	REALTY MAINTENANCE	600	600	310	320
2 MAINT	BUSINESS MAINTENANCE	235	260	135	135
3 MAINT	ASSESSMENT MAINTENANCE	235	255	30	30
4 MAINT	CROSS INDEX MAINTENANCE	65	65	0	0
5 MAINT	REGION PROPERTY MAINT	15	15	0	0
6 MAINT	ELDERLY CITIZENS MAINT	30	30	0	0
7 MAINT	PARK VIOLATION - MAINT	50	50	10	10
8 MAINT	PROCESS CIRCULARIZATIONS	30	30	10	10
9 MAINT	POSTAL CODE PROCESSING	35	35	0	0
10 MAINT	COMMUNITY DEV MAINT	20	20	20	20
11 MAINT	FIRE MAINTENANCE	10	10	20	20
12 MAINT	INCREASE SUPP WATER FIELD	30	0	50	0
13 MAINT	FIX RTAX SCREEN FOR TAXES	5	0	20	0
14 MAINT	REVISE SUPP SCREEN	0	10	0	20
15 MAINT	ADJUST NOT-DUE FIELD	0	25	0	35
16 MAINT	SUPP NO BASE & TAX CERT	0	25	0	35
17 MAINT	SCREEN FOR PRIOR YR BUS	0	35	0	50
18 MAINT	MISSING DATA	0	35	0	30
19 MAINT	ADD SERIAL NUM TO BLDG PERMITS	0	35	0	50
20 MAINT	DEFIC LIST & LETTERS BY ADDR	0	25	0	40
21 MAINT	FIX BILL NUMBER ON PYMTS	0	20	0	45
22 MAINT	REVISE SUPP REMINDERS	0	30	0	45
USER GROUP ESTIMATES		1,360	1,610	0	605
					895

BUSINESS APPLICATION SYSTEMS

Page 9

PROJ. PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
1 DEVELOP	DEVELOPMENT METHODOLOGY	175		75	
2 DEVELOP	STRUCTURED TECHNIQUES	100		100	
3 DEVELOP	DEVELOPMENT STANDARDS	175		75	
4 DEVELOP	NAMING STANDARDS	100		100	
5 DEVELOP	JOINT APPLICATION DESIGN	100			
6 DEVELOP	DATA MODELING	100			
ESTIMATES		750	0	350	0

WANG VS100 APPLICATION MIGRATION PROJECT LIST

Page 10

PROJ. PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
PRIOR. CLASS					
	MAINT WANG VS100 SUPPORT	30	0	0	0
	MAINT BUS.ADV.CENTER	0	0	0	0
	MAINT REVENUE DEPT.	0	0	0	0
	MAINT EC.DEV.WANG VS15 MOVE	0	0	0	0
	DEVELOP Regional FICS	0	0	0	0
1	DEVELOP SOLID WASTE	220	0	130	0
2	DEVELOP GWA OVER PAYMENT	20	0	20	0
3	DEVELOP HOUSING INVENTORY	10	0	0	0
	DEVELOP INVESTMENTS	80	0	65	0
	DEVELOP SUB-DIV. TRACKING	276	0	280	0
6	DEVELOP ZONING TRACKING	55	0	65	0
7	DEVELOP PORTA-PROCESS/MET.WATER	130	0	185	0
8	DEVELOP ACCOUNTS RECEIVABLES	230	0	200	0
9	DEVELOP LOCAL IMPROVEMENTS	133	0	195	0
10	DEVELOP CAPITAL BUDGET	160	0	150	0
USER GROUP ESTIMATES		1,344	0	1,290	0

SPECIAL PROJECTS LIST (SEPARATELY FUNDED)

Page 11

PROJ. PRIORITY	PROJECT NAME	EST. ANALYST HOURS 1990	EST. ANALYST HOURS 1991	EST. PROG. HOURS 1990	EST. PROG. HOURS 1991
PRIOR. CLASS					
DEVELOP	PROPERTY DATABASE/TAXATION SYSTEM	2,780	2,770	4,255	4,000
DEVELOP	PERFORMANCE MGMT	390	1,360	750	1,750
DEVELOP	HELPING HANDS	100	0	300	0
DEVELOP	PARK VIOLATION (NEW SYS)	0	500	0	700
MAINT	CUBS MAINT	85	85	150	265
DEVELOP	CUBS - AD HOC & BYLAW REV	300	300	500	500
USER GROUP ESTIMATES		3,655	5,015	5,955	7,215

11 April

2000-2001 Season

Site	Area	Altitude	Vegetation	Soil	Water
101	100	100	100	100	100
102	100	100	100	100	100
103	100	100	100	100	100
104	100	100	100	100	100
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187	100	100	100	100	100
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189	100	100	100	100	100
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191	100	100	100	100	100
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195	100	100	100	100	100
196	100	100	100	100	100
197	100	100	100	100	100
198	100	100	100	100	100
199	100	100	100	100	100
200	100	100	100	100	100

C440NHBL I10

A35

URBAN/MUNICIPAL

INFORMATION SYSTEMS



REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO, L8N 4E2
(416) 526-4563

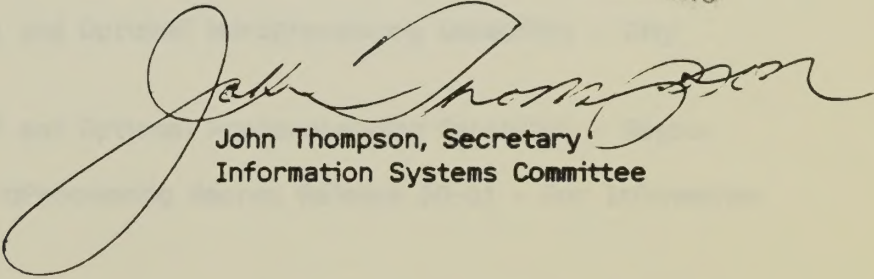
1990 May 18

NOTICE OF MEETING

Information Systems Committee
Thursday, 1990 May 24
2:00 o'clock p.m.
15th Floor Committee Room
Regional Offices

URBAN MUNICIPAL

GOVERNMENT DOCUMENTS


John Thompson, Secretary
Information Systems Committee

A G E N D A

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of Information Systems Committee Meeting held 1990 April 19

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

I

2. NEW BUSINESS

- 2.1 Presentation by the Director of Information Systems Re Property/Taxation Project Phase I
- 2.2 Suppliers for Microcomputer Workstations and Printers
- 2.3 Workstation Software Suppliers - 1990
- 2.4 Leasing Supplier for Replacement Microfilming Equipment
- 2.5 Electronic Mail -
Remote Access (dial-up) and Optional Wordprocessing Capability - City
- 2.6 Electronic Mail -
Remote Access (dial-up) and Optional Wordprocessing Capability - Region
- 2.7 Information Systems WordProcessing Macros Release 90-01 - For Information

3. NOTICES RE: MOTIONS4. OTHER BUSINESS5. QUESTIONS OF THE DAY/ANNOUNCEMENTS6. ADJOURNMENT

Thursday, 1990 April 19
2:00 o'clock p.m.
15th Floor Committee Room
Regional Offices

The Information Systems Committee met

There were present: Alderman J. Gallagher, Chairman
Councillor S. Napper, Vice-Chairman
Councillor A. Sloat
Alderman G. Copps
Alderman M. Kiss

Also present: Mr. L. Sage, Chief Administrative Officer
Mr. J. Hindson, Director of Information Systems
Miss C. Coutts, Acting Secretary

Committee members were asked to declare any Conflicts of Interest Pursuant to the Provisions of the Municipal Conflict of Interest Act and no declarations of Conflict of Interest were made.

Conflicts of Interest

The Committee was in receipt of the minutes held 1990 March 2 and it was moved by Councillor Napper, seconded by Alderman Copps and carried that the minutes be adopted as circulated.

Minutes adopted

As matters of business arising from the minutes, Alderman Gallagher, Chairman, requested that all future minutes of the Information Systems Committee meetings include the names of the movers and seconders of each motion.

Names of Movers and Seconders to be included in the minutes

Mr. Jim Hindson, Director of Information Systems, made a presentation respecting the Human-Machine Interface. Mr. Hindson proceeded to outline the importance of the Human-Machine Interface in reducing training time; increasing productivity; reducing help requests; and encouraging the use of advanced functions. It was moved by Alderman Kiss, seconded by Councillor Sloat and carried that the verbal presentation made by the Director of Information Systems respecting the Human-Machine Interface be received.

Human-Machine Interface

The Committee was in receipt of a report dated 1990 April 9 from the City Solicitor respecting CBAnet End User Agreement/Licence. It was moved by Alderman Copps, seconded by Councillor Napper and carried that the Committee approve the following recommendation:

CBAnet End User Agreement / Licence

That the attached agreement with CBAnet be approved and executed by the appropriate officials for the City of Hamilton.

The Committee was in receipt of a report dated 1990 April 11 from the Director of Information Systems respecting suppliers for Microcomputer Workstations and Printers (I/S 90-104). It was moved by Councillor Sloat, seconded by Alderman Kiss and carried that the Committee approve the following recommendation:

Microcomputer Workstations and printers

That Microcomputer Workstations and printers be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Toshiba 3100E laptop computer	MicroAge, Hamilton	\$ 4,048	lowest acceptable of 27 proposals
Toshiba 1600E laptop computer	MicroAge, Hamilton	\$ 4,712	lowest acceptable of 26 proposals
Laserjet III printer	MicroAge, Hamilton	\$ 2,207	lowest acceptable of 23 proposals
Laserjet IID printer	MicroAge, Hamilton	\$ 3,299	lowest acceptable of 23 proposals

Information Systems Committee

1990 April 19

Laserjet IIP printer	MicroAge, Hamilton	\$ 1,337	lowest acceptable of 24 proposals
Toshiba 24 Pin Matrix printer	MicroAge, Hamilton	\$ 1,448	lowest acceptable of 25 proposals

Vice-Chairman assumes Chair

At that time Alderman Gallagher, Chairman, had to leave the meeting and Councillor Napper assumed the Chair.

Leasing Supplier

The Committee was in receipt of a report dated 1990 April 11 from the Director of Information Systems respecting the Leasing Supplier for Microcomputer Work stations and Printers for 1990 (I/S 90-105). It was moved by Alderman Kiss, seconded by Councillor Sloat and carried that the Committee approve the following recommendation:

- a) That Scott Leasing of Mississauga provide leasing services for Microcomputer Workstations and Printers in accordance with their leasing proposal dated 1990 March 30 (lowest of 14 proposals received).

Scott Leasing \$30.50/\$1,000/month for 36 months.

- b) That decisions to lease or purchase be made in each case in consultation with the respective Corporation's Commissioner of Finance/Treasurer.
- c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the lessee).

At that time Alderman Copps requested clarification as to why the City is leasing these computers and the Director of Information Systems stated that the Computers will have to be upgraded at some time during the lease agreement.

Microfilming Equipment

The Committee was in receipt of a report dated 1990 April 11 from the Director of Information Systems respecting the supply of replacement microfilming equipment (I/S 90-106). It was moved by Alderman Kiss, seconded by Alderman Copps and carried that the Committee approve the following recommendation:

That replacement Microfilming be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Rotary Camera	Kodak	\$28,590	lowest acceptable of 3 proposals
Planetary Camera	Bell & Howell	\$18,775	only acceptable of 2 proposals
Reader/filler	Bell & Howell	\$ 4,185	lowest of 3 proposals
Microfilm Processor (developer)	Kodak	\$24,570	lowest acceptable of 4 proposals

NOTE: Bell & Howell of Weston, Ontario
Kodak of Toronto, Ontario

1. The first of the above mentioned items is the "General Information" section, which contains the following information:

2. The second of the above mentioned items is the "Detailed Information" section, which contains the following information:

3. The third of the above mentioned items is the "Summary" section, which contains the following information:

4. The fourth of the above mentioned items is the "References" section, which contains the following information:

5. The fifth of the above mentioned items is the "Appendix" section, which contains the following information:

6. The sixth of the above mentioned items is the "Bibliography" section, which contains the following information:

7. The seventh of the above mentioned items is the "Index" section, which contains the following information:

8. The eighth of the above mentioned items is the "Glossary" section, which contains the following information:

9. The ninth of the above mentioned items is the "List of Figures" section, which contains the following information:

10. The tenth of the above mentioned items is the "List of Tables" section, which contains the following information:

11. The eleventh of the above mentioned items is the "List of Abbreviations" section, which contains the following information:

12. The twelfth of the above mentioned items is the "List of Symbols" section, which contains the following information:

13. The thirteenth of the above mentioned items is the "List of Equations" section, which contains the following information:

14. The fourteenth of the above mentioned items is the "List of References" section, which contains the following information:

15. The fifteenth of the above mentioned items is the "List of Figures" section, which contains the following information:

16. The sixteenth of the above mentioned items is the "List of Tables" section, which contains the following information:

17. The seventeenth of the above mentioned items is the "List of Abbreviations" section, which contains the following information:

18. The eighteenth of the above mentioned items is the "List of Symbols" section, which contains the following information:

19. The nineteenth of the above mentioned items is the "List of Equations" section, which contains the following information:

20. The twentieth of the above mentioned items is the "List of References" section, which contains the following information:

Information Systems Committee

1990 April 19

The Committee was in receipt of a report dated 1990 April 11 from the Director of Information Systems respecting the Leasing Supplier for replacement microfilming equipment (I/S 90-107). It was moved by Councillor Sloat, seconded by Alderman Kiss and carried that the Committee approve the following recommendation:

- a) That National Bank Leasing of Toronto provide Leasing services for replacement microfilming equipment in accordance with their Leasing Proposal dated 1990 February 28 (lowest of 4 proposals received).

National Bank Leasing \$22.74/\$1,000/month for 60 months

- b) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (the City of Hamilton is the lessee).

The Committee was in receipt of a report dated 1990 April 11 from the Director of Information Systems respecting Workstation Software for Lotus 1-2-3 (I/S 90-108). It was moved by Alderman Kiss, seconded by Alderman Copps and carried that the Committee approve the following recommendation:

That Corporate standard spreadsheet software be acquired in accordance with the following unit prices:

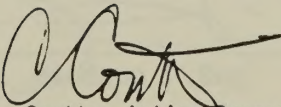
<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
Lotus 1-2-3 version 2.1	Businessworld	\$368	lowest of 6 proposals
Lotus 1-2-3 version 2.2	Businessworld	\$388	lowest of 7 proposals

NOTE: Businessworld of Toronto, Ontario

Under "Other Business", the Director of Information Systems was questioned as to how many City and Regional employees took advantage of the computer purchase program between the City and the Region. Mr. Hindson informed the Committee that approximately 50 employees purchased computers.

There being no further business, the meeting then adjourned.

Taken as read and approved


C.J. Coutts, Acting Secretary

Councillor S. Napper, Vice-Chairman
Information Systems Committee

Software for Lotus 1-2-3

Purchase of Computers by Staff

Adjournment

2.1

- RECOMMENDATION -

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

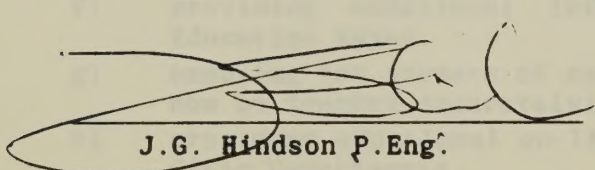
FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

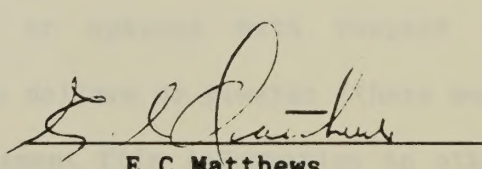
DATE: 1990 May 17

SUBJECT: Property/Taxation Project - Phase I (I/S 90-109)

RECOMMENDATION:

- a) That the City of Hamilton Treasury Department and Information Systems proceed on a joint Project to develop and implement a replacement Property/Taxation system.
- b) That the design review of the replacement property and taxation system include (but not be limited to) the following new features:
 - i) optional monthly, quarterly or annual tax payments.
 - ii) optional direct payment from bank accounts.
 - iii) improved access to statistical information.
 - iv) improvements to the information that might be made available to taxpayers.
 - v) additional automation opportunities to reduce processing costs.


J.G. Hindson P.Eng.


E.C. Matthews

FINANCIAL/LEGAL/STAFFING IMPLICATIONS:

The Property/Taxation Project is expected to take 3 years of development effort by Treasury and Information Systems staff and others. An annual amount of \$350,000 per year was approved by Council in 1989 and placed in a reserve account for the purpose of providing the required Project financing. The size of the Project team will vary during the course of the Project, and is expected to vary from between three and five persons supplemented by existing Information Systems staff.

BACKGROUND:

The current computerized Property/Taxation system in use by the City of Hamilton is 18 years old. The Property/Taxation system produces tax billing information for the City of Hamilton and is also used to collect the local School Board and Regional taxes. At the time it was implemented in 1972, it represented the state of the art in terms of processing and inquiry systems. The system also provides public assessment information for other Civic Departments, agencies and the general public.

However, the System is deficient in terms of current standards in a number of areas. The current system is incapable of:

- a) providing for more convenient taxpayer options of monthly or quarterly billings.
- b) direct payments from taxpayer accounts at the option of the taxpayer.
- c) providing payment options for banks and large agents.
- d) providing more communications opportunities with the taxpayer by having additional information areas available on the tax bill.
- e) automatically recording tax payment receipts by the use of payment scanning equipment.
- f) providing additional information or options with respect to Education taxes.
- g) handling tax arrears of one million dollars or greater (these must now be tracked separately).
- h) providing additional on-line assessment file information to other Civic Departments.
- i) providing access to assessment statistical information for a number of planning and other research purposes.
- j) providing links between public assessment information and other databases.

The Property/Taxation system is one of the most important applications that use the computer systems. Each year approximately \$400 million dollars in revenue is calculated and collected using this system. It would be impossible to comply with legislative notice requirements without the use of this automated system.

Although the current system has served the City well over the years, changed conditions and technology have made it obsolete in terms of meeting current requirements.

It is therefore recommended that the Property/Taxation system be replaced by a system capable of meeting the current, and future, requirements of the City and other users.

The Property/Taxation project is a major and complex project, involving multiple Departments and Agencies as well as approximately 100,000 taxpayer accounts.

To ensure that the system is properly designed and built to meet these requirements, it is a recommended practice to assemble a team of skilled in-house staff to develop and implement such a project and assign them full-time to this task. Funds have been allocated in a Reserve Account for this purpose (approved by Council 1989 October).

RECOMMENDATION:

a) That the necessary authorization and approval be granted to the City Manager to enter into the following:

DESCRIPTION	AMOUNT	DATE	STATUS
100 Computerized Accounting System	\$ 2,000,000	1989	Approved
100 Computerized Accounting System	\$ 2,000,000	1989	Approved

b) That the necessary authorization and approval be granted to the City Manager to enter into the following:

RECOMMENDATION:

through the various studies and reports the city will not only obtain
information and knowledge but also it is essential in terms of making better
use of its resources.

It is therefore recommended that the Department of Public Works be authorized to
conduct a study of the city's water supply and distribution system and to
report on the results thereof.

The Board of Public Works is authorized to make such investigation and
report on the results thereof as it may deem proper.

To ensure that the city is properly supplied with water for its
various needs, it is recommended that a study be made of the city's
water supply and distribution system and that the results thereof be
reported to the Board of Public Works.

2.2

- RECOMMENDATION -

DATE: 1990 May 7

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Suppliers for Microcomputer Workstations and Printers
(I/S 90-110).

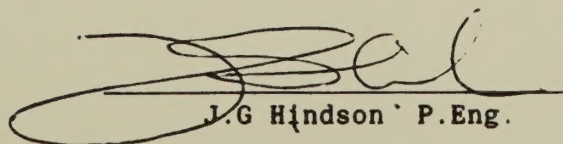
RECOMMENDATION:

- a) That Microcomputer workstations and printers be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
IBM Compatible AT workstation	Exceltronix	\$ 2,061	lowest of 27 proposals
NEC 890 printer	Equatorial Canada	\$ 4,042	lowest acceptable of 22 proposals

- b) That decisions to lease or purchase be made in each case, in consultation with the respective Corporation's Commissioner of Finance/Treasurer.

Notes: Exceltronix Computing Inc. of Etobicoke, Ontario
Equatorial Canada Ltd. of Rexdale, Ontario


J.G. Hindson P.Eng.

FINANCIAL/STAFFING IMPLICATIONS:

Funds are provided for in the 1990 Budget account for Workstations (#CH 56605-26032) and in individual Department Accounts.

BACKGROUND:

Requests for Proposals for the supply of Microcomputer Workstations, printers and related devices were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1990 March 30th. 156 proposals were issued and 30 proposals were subsequently received. In order to provide for flexibility to obtain the best combination of equipment components, service, support and price, it was not a requirement that the supplier submit proposals for all the requested items.

The Proposals were subsequently reviewed and are presented in the attached tables (sorted by Canadian Content price).

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications, and adequate supplier support and service at the lowest cost.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal in each case.

which are shown in the table below for the period 1960-1965. The total is 100.00.

TABLE 1

Percentage of total population for the years 1960-1965. The total is 100.00. The percentages are shown in the table below.

The following table shows the percentage of the population for the years 1960-1965. The total is 100.00. The percentages are shown in the table below.

The following table shows the percentage of the population for the years 1960-1965. The total is 100.00. The percentages are shown in the table below.

The following table shows the percentage of the population for the years 1960-1965. The total is 100.00. The percentages are shown in the table below.

It is important to note that the percentages for each of the years are based on the total population for that year.

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT
SUMMARY FOR 1990 - sorted by Canadian Content Evaluated Price

13-May-90

AT Base unit and VGA monitor

SUPPLIER	LOCATION	AT Pkg CPU/VGA	Canadian Content	
Exceltronix Computing Inc	Etobicoke	2,061	1,835	<---RECOMMENDED
Alliance Computers	Hamilton	2,034	1,942	
The Computer Store	Markham	2,099	1,986	
3D Microcomputers	Willowdale	2,128	2,014	
BusinessWorld	Brampton	2,148	2,007	
Exceltronix Computing Inc	Etobicoke	2,178	1,918	
Cycam Services Inc	Scarborough	2,181	2,714	
Heath Zenith Computers	Mississauga	2,228	2,228	
Bi Cadd Systems Inc.	Toronto	2,305	2,305	
User Friendly Systems	Burlington	2,325	2,325	
Shiva Technologies Inc.	Mississauga	2,340	2,400	
Imperial Canada Ltd.	Rexdale	2,360	2,243	
Group Eight	Hamilton	2,389	2,145	
AHvvo Electronics	Burlington	2,422	2,322	
BusinessWorld	Brampton	2,448	2,448	
Image Computers	Hamilton	2,470	3,150	
Ecom Systems Ltd.	Markham	2,539	2,368	
AHvvo Electronics	Burlington	2,564	2,322	
Antares	Mississauga	2,653	2,610	
Harbourview	Hamilton	2,790	2,698	
Educomp Systems	Hamilton	2,871	2,742	
Entre Computer Centre	Hamilton	2,999	2,810	
Microage	Hamilton	3,303	3,104	
Mohawk Data Sciences	Burlington	3,321	3,149	
Olivetti Systems & Networks	Kitchener	3,532	3,347	
Norsemen Computers	Hamilton	3,550	3,550	
Hamilton Computer Sales	Toronto	4,255	4,147	

UNABLE TO BID

Blake Leppert
Bull Info Systems
Camdisco
HN Information
Integrated Computer
Informatics
Canada
NorthWest Digital
Olivetti
R.E.D. Electronics
Sorbus Canada
Xerox Canada

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT

SUMMARY FOR 1990 - sorted by Canadian Content Evaluated Price

05-May-90

SUPPLIER	LOCATION	Print Canadian Laser Content	
		NEC 890	LC890
Equatorial Canada Ltd.	Rexdale	4,252	4,042 <--- RECOMMENDED
AHvra Electronics	Burlington	4,335	4,217
Entre Computer Centre	Hamilton	4,395	4,265
Cycom Services Inc	Scarborough	1,578	4,303
Harbourview	Hamilton	4,390	4,314
BusinessWorld	Brampton	4,398	4,398
BusinessWorld	Brampton	4,398	4,398
Alliance Computers	Hamilton	4,699	4,488
User Friendly Systems	Burlington	4,495	4,495
Shiva Technologies Inc.	Mississauga	4,500	4,500
Heath Zenith Computers	Mississauga	4,554	4,554
Microage	Hamilton	4,913	4,618
Antares	Mississauga	4,665	4,665
Hamilton Computer Sales	Toronto	4,680	4,680
Ecom Systems Ltd.	Markham	4,895	4,686
The Computer Store	Markham	4,750	4,750
Group Eight	Hamilton	5,333	4,973
Exceltronix Computing Inc	Etobicoke	5,365	5,124
Com Systems	Hamilton	5,659	5,659
Large Computers	Hamilton	6,045	6,045
Monawk Data Sciences	Burlington	6,985	6,530
Olivetti Systems & Networks	Kitchener	9,561	9,059

UNABLE TO BID

3D Microcomputers
 Bi Cadd Systems Inc.
 Blake Leppert
 Bull Info Systems
 Comdisco
 Exceltronix Computing Inc
 HN Information
 Integrated Computer
 Magna Informatics
 NBI Canada
 Norsemen Computers
 NorthWest Digital
 Olivetti
 R.E.D. Electronics
 Sorbus Canada
 Xerox Canada

Table 1

Table 1: Summary of data for the first 10 rows of the dataset. The table includes columns for 'Year', 'Month', 'Day', 'Hour', 'Temperature', 'Humidity', 'Wind Speed', and 'Precipitation'.

Year	Month	Day	Hour	Temperature	Humidity	Wind Speed	Precipitation
2010	1	1	0	10.0	60.0	5.0	0.0
2010	1	1	1	11.0	65.0	6.0	0.0
2010	1	1	2	12.0	70.0	7.0	0.0
2010	1	1	3	13.0	75.0	8.0	0.0
2010	1	1	4	14.0	80.0	9.0	0.0
2010	1	1	5	15.0	85.0	10.0	0.0
2010	1	1	6	16.0	90.0	11.0	0.0
2010	1	1	7	17.0	95.0	12.0	0.0
2010	1	1	8	18.0	100.0	13.0	0.0
2010	1	1	9	19.0	105.0	14.0	0.0

Table 2

Table 2: Summary of data for the next 10 rows of the dataset. The table includes columns for 'Year', 'Month', 'Day', 'Hour', 'Temperature', 'Humidity', 'Wind Speed', and 'Precipitation'.

2.3

- RECOMMENDATION -

DATE: 1990 May 17

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

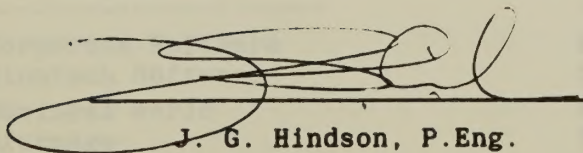
SUBJECT: Workstation Software Suppliers - 1990 (I/S 90-111).

RECOMMENDATION:

- a) That Workstation Software for standard Corporate software be acquired in accordance with the following unit prices:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
WordPerfect 5.1	Telecom Computer	\$ 290.52 ea	lowest acceptable of 7 proposals
WordPerfect 5.1 upgrade kit	Corporate Software	\$ 106.92 ea	lowest acceptable of 7 proposals

NOTES: Telecom Computer of Burlington, Ontario
Corporate Software of Mississauga, Ontario


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are provided in Accounts CH 56098-26032 & CH 56099-26032 (Workstation Software) and in various Regional and City Department Accounts.

RECOMMENDATION

Date: 1980 May 17

Subject: Mr. J. A. [Name]
The above information was obtained from [Source]

From: Mr. J. A. [Name]
Location: [Location]

Summary: [Summary text]

Recommendation:

It is recommended that [Action] be taken [Reason] as [Justification]

Date/Time	Location	Remarks	Comments
1980 May 17	1000 00 hr	Initial inspection	at 7:00 pm
1980 May 17	1000 00 hr	Final inspection	at 7:00 pm

Witness: [Name]
Corporate Director of [Company]

[Signature]
J. A. [Name]

RECOMMENDATION: [Text]

This report is provided in accordance with the terms of the contract and is not to be used for any other purpose.

BACKGROUND:

Requests for Proposals for the supply of Corporate Wordprocessing Software were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1990 May 7th. Seven proposals were subsequently received. In order to obtain the best combination of price and support, it was not a requirement that the supplier submit proposals for all the requested software items.

The Proposals were subsequently reviewed and are presented in the following table sorted in order of Canadian Content price.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal in each case.

Supply and Delivery of WordPerfect Release 5.1 Wordprocessing Software

Supplier	Unit Price	Cdn Content Price
-----	-----	-----
Telecom Computer	\$ 290.52	\$ 286.16 <-- RECOMMENDED
Business World	\$ 311.04	\$ 292.38
Corporate Software	\$ 319.00	\$ 295.73
MicroAge	\$ 307.80	\$ 296.25
Micro Plus	\$ 307.80	\$ 298.89
Binattech Software	\$ 311.80	\$ 304.03
Software City	\$ 318.60	\$ 310.56

Supply and Delivery of WordPerfect Release 5.1 Upgrade Kits

Supplier	Unit Price	Cdn Content Price
-----	-----	-----
Corporate Software	\$ 106.92	\$ 91.99 <-- RECOMMENDED
Binattech Software	\$ 126.99	\$ 122.94
Business World	\$ 133.92	\$ 125.88
MicroAge	\$ 131.76	\$ 126.81 [1]
Micro Plus	\$ 135.00	\$ 127.71
Software City	\$ 139.32	\$ 134.77
Telecom Computer	\$ 160.92	\$ 158.50

[1] Plus additional charges

2.4

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1990 May 16

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

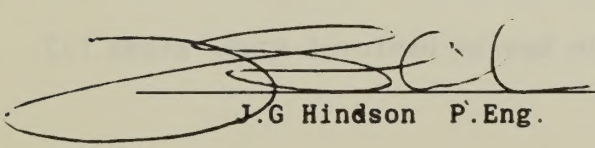
SUBJECT: Leasing Supplier for Replacement Microfilming Equipment
(I/S 90-112)

RECOMMENDATION:

- (a) That Scott Leasing of Mississauga provide Leasing services for replacement microfilming equipment in accordance with their Leasing Proposal dated 1990 February 28th (lowest acceptable of 4 proposals received).

Scott Leasing \$ 22.74/\$1,000/month for 60 months

- (b) That funds be provided from Account # CH 56602-26035 (Microfilming Equipment Leasing).
- (c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (the City of Hamilton is the lessee).



J.G. Hindson P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funds are provided in City of Hamilton Account # CH 56602-26035 (Microfilming Equipment Leasing)

BACKGROUND:

Requests for Leasing services proposals were issued to potential suppliers and four responses were received by the closing date of 1990 February 28th.

CITY OF HAMILTON
- RECOMMENDATION -

1990 Jan 15

Report to: J. D. Thompson
Director, Information Systems Division

Re: J. D. Thompson, Esq.
Director of Information Systems

Subject: Request for Information System
1790-10-101

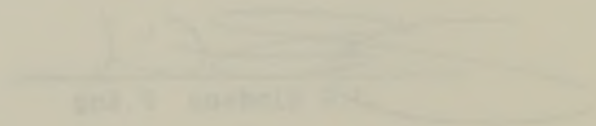
RECOMMENDATION

1. The City of Hamilton is currently in the process of reviewing its information systems. It is recommended that the City of Hamilton should consider the following options as a possible solution to its information needs:

2. It is recommended that the City of Hamilton should consider the following options as a possible solution to its information needs:

3. The City of Hamilton should consider the following options as a possible solution to its information needs:

4. The City of Hamilton should consider the following options as a possible solution to its information needs:


J. D. Thompson, Esq.

RECOMMENDATION

It is recommended that the City of Hamilton should consider the following options as a possible solution to its information needs:

RECOMMENDATION

It is recommended that the City of Hamilton should consider the following options as a possible solution to its information needs:

At the April meeting of Council, National Bank Leasing was approved as the leasing supplier subject to a leasing agreement satisfactory to the City of Hamilton Solicitor (City of Hamilton is the lessee).

Subsequent negotiations with National Bank Leasing have indicated that there are clauses required by National Bank Leasing that are not acceptable. It is, therefore, recommended that the next lowest bidder (Scott Leasing) supply the required leasing services.

RESULTS OF MICROFILM LEASING PROPOSALS 1990 April

60 Month Lease

SUPPLIER	COST/\$1000/MONTH	COMMENTS
National Bank Leasing	\$ 22.74	2 months at lease end unacceptable contract
Scott Leasing	\$ 22.74	3 months at lease end <-- RECOMMENDED
Bell & Howell	\$ 25.39	6 months at lease end
Kodak (Rotary Camera only)	\$ 22.24	5 months at lease end [1]
Kodak (Processor only)	\$ 22.25	5 months at lease end [1]

[1] Extra costs involved exceed other lease rates quoted.

as the first meeting of the Board of Directors. The Board of Directors was organized on the 1st day of January, 1901, and since that time has been organized as follows:

The Board of Directors is composed of five members, who are elected by the stockholders at the annual meeting. The Board of Directors is authorized to manage the business of the company, and to do all such acts and things as may be necessary or proper for the promotion of the business of the company.

STATEMENT OF FINANCIAL CONDITION

AS OF DECEMBER 31, 1901

ASSETS	LIABILITIES	EQUITY
Cash	Accounts payable	Capital stock
Accounts receivable	Notes payable	Reserves
Inventory		
Fixed assets		
Total	Total	Total

(1) These figures represent the financial condition of the company as of the date shown.

CITY OF HAMILTON
- RECOMMENDATION -

2.5

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

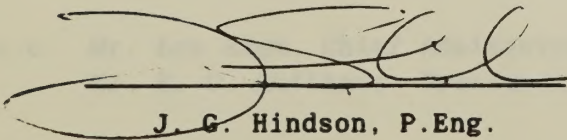
FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

DATE: 1990 May 17

SUBJECT: Electronic Mail - remote access (dial-up) and optional
wordprocessing capability. (I/S 90-114)

RECOMMENDATION:

- a) That, on request, City Aldermen be provided with remote (dial-up) access to the Electronic Mail system (PROFS).
- b) That, optional wordprocessing capability be included.
- c) That the costs for this service for members of Council be charged to Account CH 56605-26032 (Workstations). That any additional funds, if required, be included as part of the 1991 Budget submission process.
- d) That remote access to the Electronic Mail system by staff be subject to the approval of the Chief Administrative Officer.
- e) That the costs for this service, for approved staff, be financed from the 1990 Departmental Budgets with no increases in Departmental allocations for 1990.



J. G. Hindson, P.Eng.

2.2

CITY OF HAMILTON
- RECOMMENDATION -

Report to: W. A. B. Thompson
Subject: Information System Upgrade

Date: W. A. B. Thompson, 1992
Author: W. A. B. Thompson

Summary: Information System Upgrade - 1992
Recommendation: 1992

RECOMMENDATION

1. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
2. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
3. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
4. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
5. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
6. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
7. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
8. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
9. That the City of Hamilton be authorized to proceed with the Information System Upgrade.
10. That the City of Hamilton be authorized to proceed with the Information System Upgrade.

W. A. B. Thompson, 1992

FINANCIAL/LEGAL/STAFFING IMPLICATIONS:

Funds to be provided from Account CH 56605-26032 (Workstations) and various Departmental Accounts, subject to fund availability.

Typical costs are:

Workstation (stationary)	\$ 75.00 /month
Workstation (portable)	\$ 125.00 /month
Terminal (stationary)	\$ 35.00 /month
Terminal (portable)	\$ 25.00 /month
Communications	\$ 20.00 /month

- NOTES: 1) Assumes each communications line is shared by 5 users.
2) Maintenance costs are approximately \$20/month extra.

BACKGROUND:

At the present time, Elected representatives and staff have access to a common information system for Electronic Mail and calendaring.

It is becoming common practice in industry and government to provide remote access to common Electronic Mail and other services. In this manner such users of these services have the ability to:

- 1) Send urgent messages to Departments or individuals.
- 2) Receive more timely responses (at any location).
- 3) Send messages or notices to a group of persons.
- 4) Reschedule meetings or appointments.

It would be appropriate to optionally provide remote Electronic Mail to members of Council and senior staff.

As some members of Council have chosen to use wordprocessing equipment, and as Electronic Mail services can be combined with wordprocessing, it is recommended that wordprocessing capability be included as an option.

c.c. Mr. Lou Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer

ADMINISTRATIVE INFORMATION

Form to be printed on 11x17 inch paper (landscape) and using
double-sided printing, subject to local regulations.

Printed name and

Printed (last name)	1
Printed (first name)	2
Printed (middle name)	3
Printed (suffix)	4
Printed (date)	5

NOTE: If printed name is different from that on file, it must be
indicated in the space provided below.

Signature

At the present time, I am employed as an employee of the
Department of the Interior, Bureau of Land Management.

It is hereby declared that the information furnished herein is true and correct to the best of my knowledge and belief, and that I am not aware of any facts which would render the same false or misleading.

1. I am not a member of any political party or organization.
2. I am not a member of any religious organization.
3. I am not a member of any labor union.
4. I am not a member of any other organization.

I hereby declare that the information furnished herein is true and correct to the best of my knowledge and belief, and that I am not aware of any facts which would render the same false or misleading.

It is hereby declared that the information furnished herein is true and correct to the best of my knowledge and belief, and that I am not aware of any facts which would render the same false or misleading.

By: [Signature] Special Administrative Officer
Mr. E. C. [Signature] Director

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1990 May 17

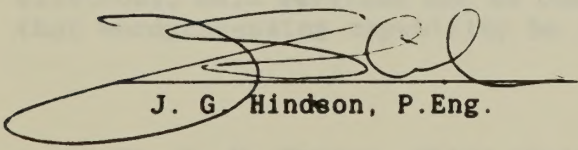
REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Electronic Mail - remote access (dial-up) and optional wordprocessing capability. (I/S 90-115)

RECOMMENDATION:

- a) That, on request, Regional Councillors be provided with remote (dial-up) access to the Electronic Mail system (PROFS).
- b) That, optional wordprocessing capability be included.
- c) That the costs for this service for members of Council be charged to Account 56901-191280 (Workstations). That any additional funds, if required, be included as part of the 1991 Budget submission process.
- d) That remote access to the Electronic Mail system by staff be subject to the approval of the Chief Administrative Officer.
- e) That the costs for this service, for approved staff, be financed from the 1990 Department Budgets with no increases in Departmental allocations for 1990.


J. G. Hindson, P.Eng.

2.6

REPORT ON THE HAMILTON-WATSON RECOMMENDATION

DATE: 1964

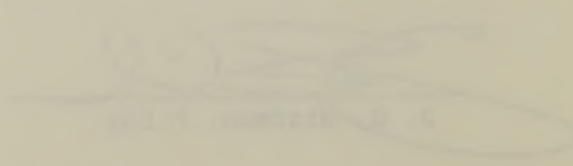
REPORT TO: Mr. J. P. Watson
SUBJECT: Hamilton-Watson Committee

BY: J. P. Watson
OFFICE: Hamilton-Watson Committee

RECOMMENDATION: The Hamilton-Watson Committee has recommended that the following action be taken:

RECOMMENDATION

1. That the Hamilton-Watson Committee be authorized to proceed with the following action:
2. That the Hamilton-Watson Committee be authorized to proceed with the following action:
3. That the Hamilton-Watson Committee be authorized to proceed with the following action:
4. That the Hamilton-Watson Committee be authorized to proceed with the following action:
5. That the Hamilton-Watson Committee be authorized to proceed with the following action:


J. P. Watson, Chairman

FINANCIAL/LEGAL/STAFFING IMPLICATIONS:

Funds to be provided from Account 56901-191280 (Workstations) subject to fund availability.

Typical costs are:

Workstation (stationary)	\$ 75.00 /month
Workstation (portable)	\$ 125.00 /month
Terminal (stationary)	\$ 35.00 /month
Terminal (portable)	\$ 25.00 /month
Communications	\$ 20.00 /month

- NOTES: 1) Assumes each communications line is shared by 5 users.
2) Maintenance costs are approximately \$20/month extra.

BACKGROUND:

At the present time, Regional staff have access to a common information system for Electronic Mail and calendaring.

Some elected representatives have chosen to electronically exchange mail messages and/or wordprocessing documents with staff.

It is becoming common practice in industry and government to provide remote access to common Electronic Mail and other services. In this manner such users of these services have the ability to:

- 1) Send urgent messages to Departments or individuals.
- 2) Receive more timely responses (at any location).
- 3) Send messages or notices to a group of persons.
- 4) Reschedule meetings or appointments.

As the Region staff has internal access to a common Electronic Mail system, it would be appropriate to optionally provide remote Electronic Mail to members of Council and senior staff.

As some members of Council have chosen to use wordprocessing equipment, and as Electronic Mail services can be combined with wordprocessing, it is recommended that wordprocessing capability be included as an option.

c.c. Mr. W. M. Carson, Chief Administrative Officer
Mr. G. W. Lawson, Treasurer and Commissioner of Finance

2.7

- INFORMATION -

DATE: 1990 May 17

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Information Systems Wordprocessing Macros Release 90-01
(I/S 90-116)

BACKGROUND:

Attached for the information of the Committee, are two samples of the types of functions performed by the latest release (or issuance) of the Corporate Wordprocessing Macros. These wordprocessing macros enable users to quickly assemble and prepare a host of common wordprocessing documents such as:

- 1) Reports to Committees and Council, including special instructions
- 2) Letters, both internal (to the Corporations) and external
- 3) Memos
- 4) Standard documents
- 5) Envelopes and labels
- 6) Standard phrases
- 7) Merges with EMail messages (eliminates retyping)
- 8) Merges with spreadsheet documents
- 9) Many other functions

Included on the sample documents is a representative time that it takes an operator to get the document (in the form shown) entered on the screen.

Release 90-01 of the macros will be issued this summer, and includes many new wordprocessing macro features including additional Regional Committee and Council features in particular.

CONFIDENTIAL - NOT FOR RELEASE

REGION OF HAMILTON-WENTWORTH

- RECOMMENDATION -

DATE: 1990 May 17

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT:

RECOMMENDATION:

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

BACKGROUND:

ELAPSED TIME : 10 SECONDS

1990 May 17

Councillor Ann Sloat
Regional Municipality of Hamilton Wentworth
150 Wilson Street West, # 106
Ancaster Ontario
L9G 2B7

Dear Ms. Sloat:

Re:

Yours very truly

G.W. Lawson
Treasurer and Commissioner of Finance

ELAPSED TIME: 12 SECONDS

Page 17

Section 101. The Board
shall have the honor to be
and shall be a part of the
Board of Directors.

Page 18

Page 19

Section 102. The Board
shall have the honor to be
and shall be a part of the
Board of Directors.

Section 103. The Board
shall have the honor to be
and shall be a part of the
Board of Directors.

INFORMATION SYSTEMS

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON
119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573



1990 June 15

NOTICE OF MEETING

Information Systems Committee
Thursday, 1990 June 21
2:00 o'clock p.m.
15th Floor Committee Room
Regional Offices

URBAN MUNICIPAL
JUN 20 1990
GOVERNMENT DOCUMENTS

Lynn Dale, Acting Secretary
Information Systems Committee

A G E N D A

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of Information Systems Committee Meeting held 1990 May 24

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

- 2.1 Overview by Director of Information Systems Regarding Computer Networking Strategy and Status of Networking Study (No Copy)
- 2.2 Leasing Supplier for 3380-K Disk Drive
- 2.3 Leasing Supplier for 3480-B Tape Drive
- 2.4 July Meeting of the Information Systems Committee
- 2.5 Report to the City of Hamilton Finance and Administration Committee Regarding the Property/Taxation Project (Information)

3. NOTICES RE: MOTIONS**4. OTHER BUSINESS****5. QUESTIONS OF THE DAY/ANNOUNCEMENTS****6. ADJOURNMENT**

FOR RECORD

1

- 1.1 Review of Division of Information Systems Reporting
- 1.2 Review of Division of Information Systems Reporting
- 1.3 Review of Division of Information Systems Reporting
- 1.4 Review of Division of Information Systems Reporting
- 1.5 Review of Division of Information Systems Reporting
- 1.6 Review of Division of Information Systems Reporting
- 1.7 Review of Division of Information Systems Reporting
- 1.8 Review of Division of Information Systems Reporting
- 1.9 Review of Division of Information Systems Reporting
- 1.10 Review of Division of Information Systems Reporting

NOTES BY MEMBERS

2

OTHER BUSINESS

3

REPORTS OF THE COMMITTEE

4

ADJOURNMENT

5

Thursday, 1990 May 24
2:00 o'clock p.m.
15th Floor Committee Room, Regional Offices

The Information Systems Committee met.

There were Present: Alderman J. Gallagher, Chairman
Councillor S. Napper, Vice-Chairman
Councillor A. Sloat
Alderman M. Kiss

Absent with Regrets: Alderman G. Copps - City Business

Also Present: Councillor D. Granger
Mr. J. G. Hindson, Director, Information Systems
Mrs. L. Dale, Acting Secretary

The Committee Members were asked to declare any conflicts of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no declaration of conflicts of interest were made.

Conflict
of
Interest

The Committee considered a request from Councillor Granger to move forward and discuss item 2.5 and 2.6 dealing with electronic mail at the City and Region respectively and agreed to proceed to these items.

Electronic
Mail

The Committee was in receipt of a report dated 1990 May 17 from the Director of Information Systems concerning Electronic Mail - Remote Access (dial-up) and Optional Wordprocessing Capability - City and a report dated 1990 May 17 from the Director of Information Systems concerning Electronic Mail - Remote Access (dial-up) and Optional Wordprocessing Capability - Region.

Mr. Jim Hindson, Director of Information Systems made a presentation respecting the Electronic Mail System highlighting the use of remote access to common electronic mail and other services as well as the combination of this service with wordprocessing capability. Alderman Gallagher provided the Committee with his personal experience in the use of both the electronic mail system and the wordprocessing service and how he has made efficient use of these services both in the office and as well as at home. Further, that he has found it is a saving of human resources and time. Mr. Hindson indicated that the estimated cost would be between \$600.00 to \$1 980.00 per person per year depending on the type of service requested and whether it includes wordprocessing capability. The Committee discussed the possible future use of portable terminals that might be available in Systems to utilize and borrow on request.

It was moved by Alderman Kiss, seconded by Councillor Napper that the Committee moved into camera to discuss security with respect to this matter and carried.

Following an in-camera discussion, the Committee approved the following recommendations:

1. (a) That, on request, City Aldermen be provided with remote (dial-up) access to the Electronic Mail System (PROFS).
- (b) That, optional wordprocessing capability be included.
- (c) That the costs for this service for Members of City Council be charged to Account No. CH56605 26032 (Workstations). That any additional funds, if required, be included as part of the 1991 Budget Submission Process.

Washington, D.C. 20540
U.S. Department of Justice
Federal Bureau of Investigation

The following information was received from:

Source: [Name], [Address], [City], [State], [Zip]
[Name], [Address], [City], [State], [Zip]
[Name], [Address], [City], [State], [Zip]

Subject: [Name], [Address], [City], [State], [Zip]

On [Date], [Name] advised that [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

The following information was received from [Name], [Address], [City], [State], [Zip]: [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

The following information was received from [Name], [Address], [City], [State], [Zip]: [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

The following information was received from [Name], [Address], [City], [State], [Zip]: [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

The following information was received from [Name], [Address], [City], [State], [Zip]: [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

The following information was received from [Name], [Address], [City], [State], [Zip]: [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

Following is a summary of the information received from [Name], [Address], [City], [State], [Zip]: [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

1. [Name], [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

2. [Name], [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

3. [Name], [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip]. [Name] is [Address], [City], [State], [Zip].

2. (a) That, on request, Regional Councillors be provided with remote (dial-up) access to the Electronic Mail System (PROFS).
- (b) That, optional wordprocessing capability be included.
- (c) That the costs for this service for Members of Council be charged to Account No. 56901 191280 (Workstations). That any additional funds, if required, be included as part of the 1991 Budget Submission Process.
- (d) That remote access to the Electronic Mail System by staff be subject to the approval of the Chief Administrative Officer.
- (e) That the costs for this service, for approved staff, be financed from the 1990 Departmental Budgets with no increases in Departmental allocations for 1990.
- (d) That remote access to the Electronic Mail System by staff be subject to the approval of the Chief Administrative Officer.
- (e) That the costs for this service, for approved staff, be financed from the 1990 Departmental Budgets with no increases in Departmental allocations for 1990.

The Committee was in receipt of a report dated 1990 May 17 from the Director of Information Systems with respect to Property/Taxation Project - Phase I. Mr. Jim Hindson, Director of Information Systems made a presentation respecting the Property/Taxation Project - Phase I providing additional information and benefits with respect to the replacement of the property taxation system highlighting areas of review, advantages, information exchange and historical filing. The Committee was advised that this matter was before the Finance and Administration Committee today and that the recommendation be amended to include Item "c" with the specific recommendation regarding funding. It was moved by Alderman Kiss, seconded by Councillor Sloat and carried that the Committee approved the following amended recommendation:

- (a) That the City of Hamilton Treasury Department and Information Systems proceed on a joint Project to develop and implement a replacement Property/Taxation System.
- (b) That the design review of the replacement property and taxation system include (but not be limited to) the following new features:
- (i) optional monthly, quarterly or annual tax payments
 - (ii) optional direct payment from bank accounts
 - (iii) improved access to statistical information
 - (iv) improvements to the information that might be made available to taxpayers
 - (v) additional automation opportunities to reduce processing costs
- (c) That funds be provided by transferring from the Reserve for Project Management Account No. CH00134 to a current Work-in-Progress Account to a maximum annual amount of \$350 000 per year.

The Committee was in receipt of a report dated 1990 May 7 from the Director of Information Systems with respect to Suppliers for Microcomputer Workstations and Printers. The Committee requested that the specific information under financial and staffing implications be in the report be added to the recommendations as an item (c). It was moved by Alderman Kiss, seconded by Councillor Napper and carried that the Committee approve the following amended recommendation:

- (a) That Microcomputer workstations and printers be acquired in accordance with the following:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
IBM Compatible AT workstation	Exceltronix	\$2 061.	Lowest of 27 proposals
NEC 890 printer	Equatorial Canada	\$4 252.	Lowest acceptable of 22 proposals

- (b) That decisions to lease or purchase be made in each case, in consultation with the respective Corporation's Commissioner of Finance/Treasurer.
- (c) That funds be provided from Workstations Account No. CH56605 26032 and in individual Department 1990 Budget Accounts.

NOTE: Exceltronix Computing Inc. of Etobicoke, Ontario
Equatorial Canada Ltd. of Rexdale, Ontario

The Committee was in receipt of a report dated 1990 May 17 from the Director of Information Systems with respect to Workstation Software Suppliers - 1990. The Committee requested that the specific information regarding financial implications be included as recommendation (b) and it was moved by Councillor Sloat, seconded by Councillor Napper and carried that the following amended recommendation be approved:

- (a) That workstation software for standard corporate software be acquired in accordance with the following unit prices:

<u>Description</u>	<u>Supplier</u>	<u>Price</u>	<u>Comment</u>
WordPerfect 5.1 Computer	Telecom	\$ 290.52 each	Lowest acceptable of 7 proposals
WordPerfect 5.1 Upgrade Kit	Corporate Software	\$ 106.92 each	Lowest acceptable of 7 proposals

- (b) That funds be provided in Accounts Nos. CH56098 26032 and CH56099 26032 (Workstation Software) and in various Regional and City 1990 Department Accounts.

NOTE: Telecom Computer of Burlington, Ontario
Corporate Software of Mississauga, Ontario

The Committee was in receipt of a report dated 1990 May 16 from the Director of Information Systems with respect to Leasing Supplier for Replacement Microfilming Equipment and approved the following recommendation:

- (a) That Scott Leasing of Mississauga provide leasing services for replacement microfilming equipment in accordance with their leasing proposal dated 1990 February 28 (lowest acceptable of 4 proposals received).

Scott Leasing \$22.74/\$1 000./month for 60 months

- (b) That funds be provided from Account No. CH56602 26035 (Microfilming Equipment Leasing).
- (c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (the City of Hamilton is the lessee).

The Committee was in receipt of an information report dated 1990 May 17 from the Director of Information Systems concerning Information Systems Wordprocessing Macros Release 90-01. It was moved by Alderman Kiss, seconded by Councillor Sloat that report dated May 17 from the Director of Information respecting Information Systems Wordprocessing Macros Releases be received.

There being no further business the meeting then adjourned.

Taken as read and approved,

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

Mrs. L. Dale, Acting Secretary
1990 May 24

Typed by M. J. Walton

The following information was obtained from a review of the records of the Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, and is being furnished to you for your information.

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- RECOMMENDATION -

DATE: 1990 June 14

REPORT TO: Mr. J. D. Thompson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

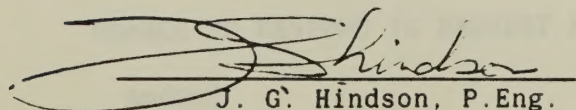
SUBJECT: Leasing supplier for 3380-K Disk Drive (90-117)

RECOMMENDATION:

- 1) Triathlon Leasing of Richmond Hill provide Leasing services in accordance with their Proposal dated 1990 June 11th. Lowest of four leasing proposals received.

One used IBM 3380-K Disk Drive at \$ 2,013/month for 36 months.

- 2) That funding be provided from CH-56605-26020 (Central Processing - Leasing Computer Equipment).
- 3) That leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- 4) That the City of Hamilton Mayor and Clerk be authorized to execute the above mentioned lease agreement.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Included in 1990 Work Plan and Budget.

BACKGROUND:

Computer Disk Drives are devices which are used to store data that is required to be available immediately to the Central Computer Processor. Data retrieval from Disk Drives is measured in milliseconds (thousandths of a second) as it is required to be available immediately.

2.2

RECOMMENDATION

1988 June 14

1988

Mr. J. B. Thompson, Director
International Systems Committee

1988 June 14

Mr. J. B. Thompson, Director
International Systems Committee

1988

Meeting report for 1988-89 (1988-89)

1988

RECOMMENDATION

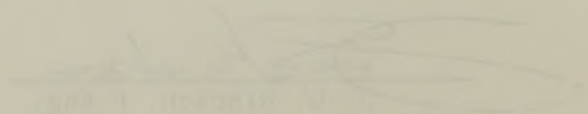
1. The International Systems Committee (ISC) is recommended to be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC. The ISC should be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC.

The ISC should be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC.

2. The ISC should be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC. The ISC should be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC.

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4. The ISC should be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC. The ISC should be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC.


J. B. Thompson, Director

INTERNATIONAL SYSTEMS COMMITTEE

1988 June 14

RECOMMENDATION

1. The International Systems Committee (ISC) is recommended to be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC. The ISC should be established as a permanent body to coordinate and monitor the implementation of the recommendations of the ISC.

There are currently eight disk drives connected to the Host computers with a total capacity of 65 billion characters (or Gigabytes).

As the Committee was advised in the fall of 1989, additional disk drive capacity will be required in 1990 in terms of managing the data required by the over 100 major applications in use. Lack of disk drive capacity has started to affect the production schedule. In some cases it has been necessary to offload data in order to have sufficient disk space for some program applications.

In early June, requests for Proposals were issued to potential suppliers and four completed responses were received by the deadline of 1990 June 11th. One company indicated that they were unable to respond to the request for proposals.

Below, are the results for the four respondents based on a 36 month lease. It is recommended that the disk drive be leased from Triathlon Leasing on the basis of the lowest cost per month. Leasing is recommended due to the specialized nature and uncertain future (salvage) value of the equipment.

EVALUATION OF LEASE PROPOSALS 1990

3380K-B Disk Drive 36 month lease
- sorted in order of monthly cost.

Supplier	Location	Cost/month
Triathlon Leasing	Richmond Hill	\$2,013.00 <-- RECOMMENDED
Scott Leasing	Mississauga	\$2,335.00
Comdisco	Toronto	\$2,398.84
IBM	Hamilton	\$2,506.00

UNABLE TO RESPOND TO REQUEST FOR PROPOSAL

Amdahl

There are currently eight sites located in the West region with a total capacity of 10,000 units for hospital.

As the Commission was advised in the fall of 1969, additional sites were necessary will be required in 1970 in order to manage the data required by the year 1970 major construction in the West. Lack of this drive capacity has caused in other the construction schedule. It was noted it was best to proceed in 1970 when in order to meet minimum drive speed for some hospital applications.

In early 1970, the Commission for Hospital was issued in potential hospital and that construction programs were reviewed in the October of 1970. The Commission indicated that they were unable to respond to the October 1970 Hospital.

Before the Commission for the West region was a 10,000 unit in 1970. It is suggested that the West region be moved from 10,000 units to the West of the West and the West. It was noted that the Commission for the West region was a 10,000 unit in 1970. It is suggested that the West region be moved from 10,000 units to the West of the West and the West. It was noted that the Commission for the West region was a 10,000 unit in 1970.

EVALUATION OF THE WEST REGION

There is a high level of activity in the West region in order of activity.

Location	Cost/Unit
1. Dallas County	\$2,000.00
2. Dallas County	\$2,000.00
3. Dallas County	\$2,000.00
4. Dallas County	\$2,000.00
5. Dallas County	\$2,000.00

There is a high level of activity in the West region in order of activity.

There is a high level of activity in the West region in order of activity.

- RECOMMENDATION -

DATE: 1990 June 14

REPORT TO: Mr. J. D. Thompson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

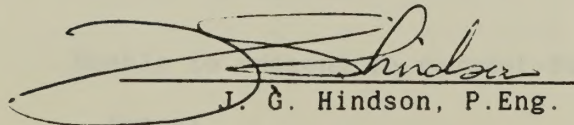
SUBJECT: Leasing supplier for 3480-B Tape Drive (90-118)

RECOMMENDATION:

- 1) Scott Leasing of Mississauga provide Leasing services in accordance with their Proposal dated 1990 June 11th. Lowest of five leasing proposals received.

One used IBM 3480-B Tape Drive at \$ 890/month for 36 months.

- 2) That funding be provided from CH-56605-26020 (Central Processing - Leasing Computer Equipment).
- 3) That leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- 4) That the City of Hamilton Mayor and Clerk be authorized to execute the above mentioned lease agreement.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Funding included in 1990 Work Plan and Budget.

BACKGROUND:

Computer Tape Drives are used to input or output data that is not required to be available on an on-going basis by the Central Computer Processor. Tape drives are also used to move data to and from the computer disk drives and to make backup copies for storage of data off-site.

2.2

- RECOMMENDATION -

1999 June 12

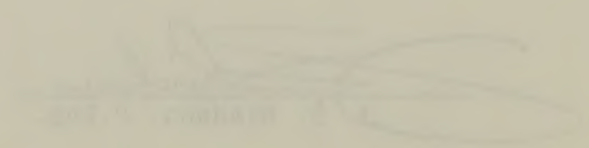
Mr. J. E. Robinson, Secretary
Department of Transportation

Mr. J. E. Robinson, Secretary
Department of Transportation

Enclosed for the Department of Transportation are two copies of the report.

RECOMMENDATION

- 1) That the Department of Transportation be authorized to conduct a study of the feasibility of establishing a new transportation system in the State of California.
- 2) That the Department of Transportation be authorized to conduct a study of the feasibility of establishing a new transportation system in the State of California.
- 3) That the Department of Transportation be authorized to conduct a study of the feasibility of establishing a new transportation system in the State of California.
- 4) That the Department of Transportation be authorized to conduct a study of the feasibility of establishing a new transportation system in the State of California.


J. E. Robinson, Secretary

Enclosed for the Department of Transportation are two copies of the report.

Enclosed for the Department of Transportation are two copies of the report.

RECOMMENDATION

Enclosed for the Department of Transportation are two copies of the report. The report is titled "Feasibility Study of Establishing a New Transportation System in the State of California". The report is dated June 12, 1999.

There are currently two high capacity (3480 class) tape drives connected to the Host computers.

The current tape drive capacity is adversely affecting our production schedules. Information Systems is endeavouring to delay, as long as possible, a requirement to operate a third processing shift. One of the techniques used to do this is to have the computer do as much unattended processing as possible. With the increased 3480 class tape capacity, as planned for 1990, we will be able to do more unattended processing.

As an additional benefit, the 3480 class tape unit will make it more feasible to remove the obsolete (3420 class) tape units. This will help reduce overall tape processing costs in 1991.

In early June, requests for Proposals were issued to potential suppliers and five completed responses were received by the deadline of 1990 June 11th. One company indicated that they were unable to respond to the request for proposals.

Below, are the results for the five proposals based on a 36 month lease. It is recommended that the replacement communications processor be leased from Scott Leasing on the basis of the lowest cost per month. Leasing is recommended due to the specialized nature and uncertain future (salvage) value of the equipment.

EVALUATION OF LEASE PROPOSALS 1990

3480B Tape Drive 36 month lease
- sorted in order of monthly cost.

Supplier	Location	Cost/month
Scott Leasing	Mississauga	\$ 890.00 <-- RECOMMENDED
Triathlon Leasing	Richmond Hill	\$ 935.00
Comdisco	Toronto	\$ 940.82
IBM (used)	Hamilton	\$1,040.00
IBM (new)	Hamilton	\$1,651.00

Unable to respond to request for proposal:

Amdahl

These are generally the high capacity (1000 cfm) type devices in use.
 (See Appendix)

The current type of this capacity is generally fitted with a pressure
 information system is available only in large scale work. A representative
 is shown in Figure 1. The type of device used in this is
 to have the capacity in an area which is generally at least 10
 feet in diameter. The device is placed in the area and will be able to
 give a continuous reading.

As an additional benefit, the type of device will give a reading
 in terms of the pressure (which is the same). This will help reduce the
 time necessary to set up the device.

In order to be able to use the device for the type of work which is
 the most common type of work which is done in the field, the
 device is designed to be able to be used in the field for the type of
 work which is the most common type of work which is done in the field.

Below are the details for the type of device which is used in the
 field. The device is designed to be able to be used in the field for the
 type of work which is the most common type of work which is done in the
 field. The device is designed to be able to be used in the field for the
 type of work which is the most common type of work which is done in the
 field.

Details of the device

The type of device is used in the field for the type of work which is
 the most common type of work which is done in the field.

Device	Location	Cost (approx)
Device 1	Device 1	\$ 100.00
Device 2	Device 2	\$ 200.00
Device 3	Device 3	\$ 300.00
Device 4	Device 4	\$ 400.00
Device 5	Device 5	\$ 500.00

Details of the device are given in the Appendix.

Appendix

2.4

- RECOMMENDATION -

DATE: 1990 June 14

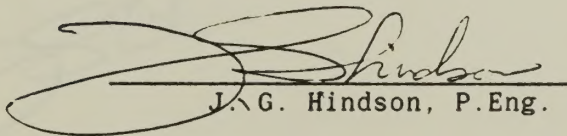
REPORT TO: Mr. J. D. Thompson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: July meeting of Information Systems Committee

RECOMMENDATION:

- 1) That the July meeting of the Information Systems Committee be cancelled and that the next meeting be held as scheduled for Thursday August 23rd 1990.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

BACKGROUND:

In view of the current schedule of Projects and activities of the Department, several reports are on schedule for the August meeting of the Information Systems Committee. It is therefore recommended that the July meeting be cancelled.

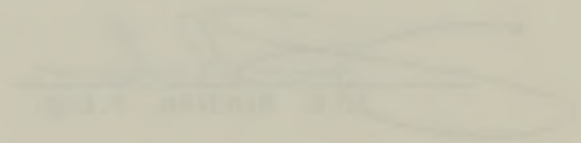
2.4

MEMORANDUM

TO: Mr. J. Edgar Hoover, Director
FROM: Mr. C. W. Smith, Jr., Assistant Director
SUBJECT: Information System Committee
DATE: July 15, 1954

RECOMMENDATION

1. That the meeting of the Information System Committee be postponed until the next meeting be held as scheduled for October 1954.


C. W. Smith, Jr.

ADMINISTRATIVE INFORMATION

REMARKS

It was at the request of Mr. Smith and Mr. Smith, Jr. that the meeting of the Information System Committee be postponed until the next meeting be held as scheduled for October 1954.

2.5

- INFORMATION -

DATE: 1990 June 14

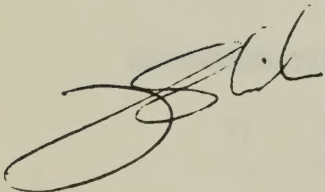
REPORT TO: Mr. J. D. Thompson, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Report to City of Hamilton Finance and Administration Committee
regarding the Property/Taxation Project (90-120)

BACKGROUND:

Attached, for the information of the Committee, is a copy of a report to the City of Hamilton Finance and Administration Committee concerning the Property/Taxation Project.

A large, stylized handwritten signature in dark ink, likely belonging to the Director of Information Systems, Mr. J. G. Hindson.

- INFORMATION -

DATE:

1961 Nov 11

REPORT NO:

NO. 1 B. Thomas University
Information Systems Division

FROM:

NO. 1 B. Thomas University
Information Systems Division

SUBJECT:

Report to City of Boston, Finance and Administration Committee
regarding the proposed operating budget (100-150)

REFERENCE:

Attested, for the correctness of the foregoing, is a copy of a report to the City
of Boston, Finance and Administration Committee, dated 10/11/61, and
signed by me.



CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1990 June 14

REPORT TO: Mr. J. D. Thompson, Secretary
Finance and Administration Committee

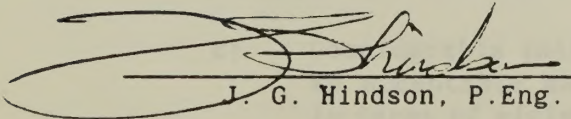
FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

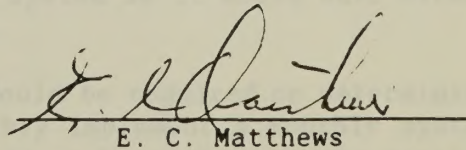
Mr. E. C. Matthews
Treasurer

SUBJECT: Property/Taxation Project
Feasibility of Monthly billings from existing system

RECOMMENDATION:

- 1) That a Property/Taxation Sub-Committee be established to provide guidance, direction and input to the Property/Taxation Project.
- 2) That the Sub-Committee be made up of the representatives from the Finance & Administration Committee, Information Systems Committee, and the Planning and Development Committee.
- 3) That the City Treasurer, the Director of Information Systems and the Director of Local Planning form the staff Steering Committee group for the Project reportable to the Property/Taxation SubCommittee.


J. G. Hindson, P.Eng.


E. C. Matthews

FINANCIAL/STAFFING/LEGAL IMPLICATIONS: N/A

CITY OF HAMILTON - RECOMMENDATION -

THIS DAY 19

1961

Mr. J. W. Thompson, Chairman
Finance and Administration Committee

TO: Mayor

Mr. J. W. Thompson, Mayor
Director of Information Systems

FROM:

Mr. E. C. Harrison
Councillor

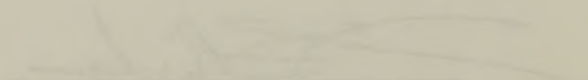
Re: Property Taxation Project
Recommendation of Hamilton City Council

TO: Mayor

RECOMMENDATION

- 1) That a Property Taxation Sub-Committee be established to provide guidance, direction and input to the Property Taxation Project.
- 2) That the Sub-Committee be made up of the representatives from the Finance and Administration Committee, Information Systems Committee, and the Planning and Development Committee.
- 3) That the City Council, the Director of Information Systems and the Director of Local Planning form the staff steering committee group for the Project operating in the Information Systems Sub-Committee.


E. C. Harrison


J. W. Thompson, Mayor

BACKGROUND:

At the last meeting of the Finance and Administration Committee, the Committee approved the initiation of the Property/Taxation Project that will result in the implementation of a new taxation system (copy of report attached).

However, the Committee requested further information on what would be required to have a monthly taxation billing system established prior to the availability of the replacement system.

The current taxation system was implemented in 1972 and represents obsolete computer software concepts and procedures. The system represents the technology of the early 1970's and major labour costs are involved when changes or new reporting information is required. The current system includes five major data files, 68 programs, six on-line terminal access screens and 80 different program processing sequences. The system is capable of handling a maximum of four instalments, for taxation payments, and the calculation of arrears and penalties if applicable.

The major objective of the replacement proposal (approved new system) is to provide for the option of monthly payments. We have reviewed the potential of providing for monthly payments until the new system is ready under two scenarios:

- 1) Modify the existing system to accept a monthly payment option.

Impacts:

- a) Major modifications, that would involve modifying or rewriting, the 68 programs and 80 job streams affected.
- b) Based on 65,000 regular accounts, (excludes agents) as many as 780,000 post-dated cheques annually would require handling and processing. This function is not currently being performed and would have major staffing implications. (This would be mitigated by the new system as it would have direct bank withdrawal capabilities).
- c) Considerable initial studies would be required on determining an acceptable method to smoothly implement a monthly system in terms of minimizing the impact on "cash-flow". (the monthly system would be expected to reduce interest revenues as the funds are received later in each year).
- d) Revising the existing system could easily require 75% to over 100% of the funds required to develop the new (replacement) system and take just as long (24 to 36 months).
- e) Assuming that resources for the new system are also available, the replacement system would not being available for 4 to 5 years. The delay would be caused by the new system being constantly redesigned to accommodate changes underway on the

old system.

- 2) Provide for a separate tracking system for monthly payments outside the current taxation system.

Such a tracking system would provide separate records and tracking of taxation payments based on monthly payments. The existing taxation system would be used to create the tax bills and for all payments based on the existing four instalment periods.

Impacts:

- a) There would be a significant risk that the taxation system for billing and instalment purposes would get "out of synchronization" with the separate monthly payment system. There are many types of changes, payments and arrear collection calculations and scenarios that could result in the two systems not reconciling with one another.
- b) Would require the handling and processing of up to 780,000 post-dated cheques annually .(see # b) above).
- c) Impact studies on cash-flow impacts and the determination of a smooth implementation to monthly payments would be required (see # c) above).
- d) A separate monthly tracking system could easily require 50% of the funds required to develop the new (replacement) system and would take a significant time period to implement (12 to 24 months).
- e) The methods of adjusting for accounts that would be changed at the taxpayer's or agent's request from the four instalment system to the monthly option or visa versa would be complex and subject to error.

Both these options are characterised by higher processing costs, additional staff requirements and risks. Either alternative to the proposed replacement system would result in delays in the implementation of new system and the availability of additional flexibility and features (see attached report). On this basis neither alternative would be recommended.

Due to the number of Policy and Procedural issues and input that will be involved in the design and implementation of a new tax system, it is recommended that consideration be given to the formation of a SubCommittee and staff Steering Committee to provide overall direction and guidance to the Project. Commensurate with the scope of the project, representation is suggested from the Finance & Administration, Information Systems, and Planning and Development Committees and respective Departments.

c.c. Mr. Lou Sage, Chief Administrative Officer
Mr. E. C. Matthews, Treasurer
Mr. J. D. Thoms, Commissioner of Planning and Development

- RECOMMENDATION -

REPORT TO: Mr. J. D. Thompson
Secretary, Information Systems Committee

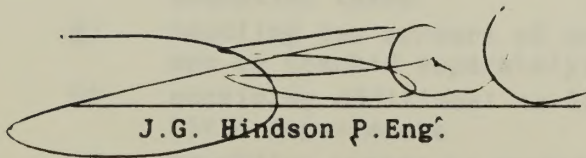
FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

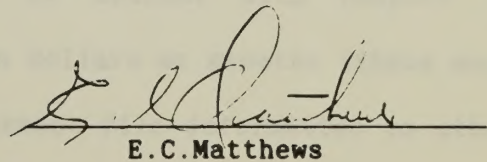
DATE: 1990 May 17

SUBJECT: Property/Taxation Project - Phase I (I/S 90-109)

RECOMMENDATION:

- a) That the City of Hamilton Treasury Department and Information Systems proceed on a joint Project to develop and implement a replacement Property/Taxation system.
- b) That the design review of the replacement property and taxation system include (but not be limited to) the following new features:
 - i) optional monthly, quarterly or annual tax payments.
 - ii) optional direct payment from bank accounts.
 - iii) improved access to statistical information.
 - iv) improvements to the information that might be made available to taxpayers.
 - v) additional automation opportunities to reduce processing costs.


J.G. Hindson P.Eng.


E.C. Matthews

RECOMMENDATION

REPORT TO: Mr. J. B. Thompson
SUBJECT: Information System Development

DATE: 1960 Jan 17
BY: Mr. J. B. Thompson, Jr.
Director of Information Systems

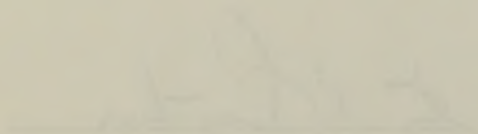
PROJECT: Property/Location Project - Phase I (1958-1960)

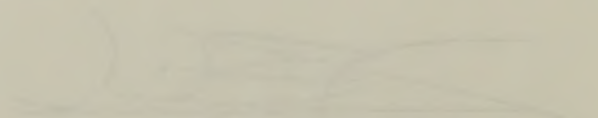
RECOMMENDATION

a) The first step of the Information System Development and Information System Development is to develop a project plan and implement a project plan.

b) The second step of the Information System Development and Information System Development is to develop a project plan and implement a project plan.

- i) The first step of the Information System Development and Information System Development is to develop a project plan and implement a project plan.
- ii) The second step of the Information System Development and Information System Development is to develop a project plan and implement a project plan.
- iii) The third step of the Information System Development and Information System Development is to develop a project plan and implement a project plan.
- iv) The fourth step of the Information System Development and Information System Development is to develop a project plan and implement a project plan.
- v) The fifth step of the Information System Development and Information System Development is to develop a project plan and implement a project plan.


J. B. Thompson, Jr.


J. B. Thompson, Jr.

FINANCIAL/LEGAL/STAFFING IMPLICATIONS:

The Property/Taxation Project is expected to take 3 years of development effort by Treasury and Information Systems staff and others. An annual amount of \$350,000 per year was approved by Council in 1989 and placed in a reserve account for the purpose of providing the required Project financing. The size of the Project team will vary during the course of the Project, and is expected to vary from between three and five persons supplemented by existing Information Systems staff.

BACKGROUND:

The current computerized Property/Taxation system in use by the City of Hamilton is 18 years old. The Property/Taxation system produces tax billing information for the City of Hamilton and is also used to collect the local School Board and Regional taxes. At the time it was implemented in 1972, it represented the state of the art in terms of processing and inquiry systems. The system also provides public assessment information for other Civic Departments, agencies and the general public.

However, the System is deficient in terms of current standards in a number of areas. The current system is incapable of:

- a) providing for more convenient taxpayer options of monthly or quarterly billings.
- b) direct payments from taxpayer accounts at the option of the taxpayer.
- c) providing payment options for banks and large agents.
- d) providing more communications opportunities with the taxpayer by having additional information areas available on the tax bill.
- e) automatically recording tax payment receipts by the use of payment scanning equipment.
- f) providing additional information or options with respect to Education taxes.
- g) handling tax arrears of one million dollars or greater (these must now be tracked separately).
- h) providing additional on-line assessment file information to other Civic Departments.
- i) providing access to assessment statistical information for a number of planning and other research purposes.
- j) providing links between public assessment information and other databases.

The Property/Taxation system is one of the most important applications that use the computer systems. Each year approximately \$400 million dollars in revenue is calculated and collected using this system. It would be impossible to comply with legislative notice requirements without the use of this automated system.

Although the current system has served the City well over the years, changed conditions and technology have made it obsolete in terms of meeting current requirements.

It is therefore recommended that the Property/Taxation system be replaced by a system capable of meeting the current, and future, requirements of the City and other users.

The Property/Taxation project is a major and complex project, involving multiple Departments and Agencies as well as approximately 100,000 taxpayer accounts.

To ensure that the system is properly designed and built to meet these requirements, it is a recommended practice to assemble a team of skilled in-house staff to develop and implement such a project and assign them full-time to this task. Funds have been allocated in a Reserve Account for this purpose (approved by Council 1989 October).

Although the current system has proved the City will not have the same amount of difficulty and expense as it would in order to meet current requirements.

It is therefore recommended that the proposed system be replaced by a system capable of meeting the current, and future, requirements of the City and other agencies.

The proposed system is a major and complex project, involving multiple departments and agencies as well as approximately 100,000 taxpayer accounts.

To ensure that the system is properly designed and built to meet these requirements, it is recommended that a team of qualified individuals be hired to develop and implement such a project and assign them full-time to this task. Funds have been allocated in a Reserve Account for this purpose (attached as Exhibit 1000000).

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URBAN/MUNICIPAL

FORMATION SYSTEMS

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH
AND THE CORPORATION OF THE CITY OF HAMILTON

119 KING STREET WEST, 15TH FLOOR, P.O. BOX 2400, HAMILTON, ONTARIO L8N 4E2
TEL. NO. (416) 546-4563 / FAX NO. (416) 546-2573

Mrs. J. McAnanama
Chief Executive Officer
Hamilton Public Library

2nd Floor

1990 August 15

NOTICE OF MEETING

Information Systems Committee

Thursday, 1990 August 23
2:00 o'clock p.m.
15th Floor Committee Room
Regional Offices

URBAN MUNICIPAL

AUG 23 1990

GOVERNMENT DOCUMENTS

T. Agnello

Tina Agnello, Acting Secretary
Information Systems Committee

A G E N D A:

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of Information Systems Committee Meeting held 1990 June 21

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

2.1 Annual Maintenance Invoice for Index Technology's Software

2.2 Suppliers for Microcomputer Workstations

2.3 Information Systems -- Process Control Division -- Status of Two Contract Employees

2.4 Assignment of Equipment Lease by Triathlon Computer Leasing to Canada Trust

2.5 Network Project -- Progress Report

2.6 Property/Taxation Project Steering Committee

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT.



Thursday, 1990 June 21
2:30 o'clock p.m.
15th Floor Committee Room
Regional Offices

(b)

The Information Systems Committee met.

There were Present:

Alderman J. Gallagher, Chairman
Councillor S. Napper, Vice-Chairman
Councillor A. Sloat
Alderman G. Copps

Absent with Regrets:

Alderman M. Kiss - City Business

Also Present:

Mr. J. G. Hindson, Director of Information Systems
Mrs. L. Dale, Acting Secretary

1. (a) **Declaration of Interest**

The Committee Members were asked to declare any conflicts of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no declaration of conflicts of interest were made.

(b) **Minutes**

The Committee was in receipt of the minutes of the Information Systems Committee meeting held 1990 May 24 and approved a recommendation that the minutes be received and adopted as presented.

2. **Items of Business**

2.1 Leasing Supplier for 3380-K Disk Drive

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to Leasing Supplier for 3380-K Disk Drive (90-117).

It was moved by Councillor Sloat, seconded by Alderman Copps and **carried** that the Committee approve the following recommendation:

- (a) That Triathlon Leasing of Richmond Hill provide leasing services in accordance with their proposal dated 1990 June 11. Lowest of four leasing proposals received.

One used IBM 3380-K Disk Drive at \$2 013./month for 36 months.

- (b) That funding be proved from Account No. CH56605 26020 (Central Processing - Leasing Computer Equipment).

- (c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).

- (d) That the City of Hamilton Mayor and Clerk be authorized to execute the above-mentioned lease agreement.

2.2 Leasing Supplier for 3480-B Tape Drive

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to Leasing Supplier for 3480-B Disk Drive (90-118).

It was moved by Alderman Copps, seconded by Councillor Napper and **carried** that the Committee approve the following recommendation:

- (a) That Scott Leasing of Mississauga provide leasing services in accordance with their proposal dated 1990 June 11. Lowest of five leasing proposals received.

One used IBM 3480-B tape drive at \$890./month for 36 months.

- (b) That funding be provided from Account No. CH56605 26020 (Central Processing - Leasing Computer Equipment).
- (c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- (d) That the City of Hamilton Mayor and Clerk be authorized to execute the above-mentioned lease agreement.

2.3 July Meeting

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to the July meeting of the Information Systems Committee.

It was moved by Councillor Napper, seconded by Councillor Sloat and **carried** that the Committee approve the following recommendation:

That the July meeting of the Information Systems Committee be cancelled and the next meeting be held as scheduled for Thursday, 1990 August 23.

2.4 Report to the City of Hamilton Finance and Administration Committee Regarding the Property/Taxation Projection (Information)

The Committee was in receipt of a report to be considered by the City of Hamilton's Finance and Administration Committee on 1990 June 21 regarding the Property/Taxation Project and received for their information, the aforementioned report.

In reviewing the report, it was moved by Alderman Copps and seconded by Councillor Sloat and **carried**:

That Councillor Napper be appointed as the representative of the Information Systems Committee to the Property/Taxation Sub-Committee.

2 **2.5 Overview by Director of Information Systems Regarding Computer Networking Strategy and Status of Networking Study**

The Committee received a presentation from the Director of Information Systems regarding Computer Networking strategy and the status of Networking study.

Mr. Hindson discussed how computers relate to each other and share information and that the goal is to have everything working together. Mr. Hindson presented a number of examples of Systems working together and emphasized why it is important as it allows us to share resources, information and have longer low-term costs.

Mr. Hindson went on to discuss what a network has to do and networking alternatives. Mr. Hindson discussed the international standards and the status of current network standards.

3. **Other Business**

Under other business, the Committee discussed the remote access by Council Members and the items that had been referred back from both Regional and City Council. Mr. Hindson indicated that he is doing a complete cost-benefit review and will be bringing this report back along with the referred item to the Committee at a later date.

The Committee discussed the future possibility of a fully electronic agenda of the Information Systems Committee.

There being no further business, the meeting then adjourned.

Taken as read and approved,

**ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE**

L. Dale, Acting Secretary
1990 June 21

Typed by M. J. Walton

2.1

- RECOMMENDATION -

DATE: 1990 August 16

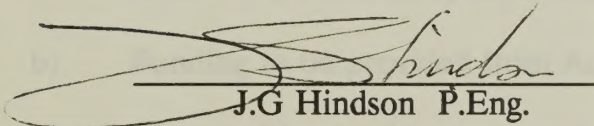
REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Annual Maintenance Invoice for Index Technology's software
(I/S 90-120)

RECOMMENDATION:

- 1) The 1990 maintenance invoice for \$ 12,468 U.S. from Index Technology be authorized for payment from Account CH 56005-26020 (Computer Software).


J.G. Hindson P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Included in 1990 Budget

BACKGROUND:

Information Systems uses software from Index Technology, in order to accelerate the design, development, documentation and maintenance of computerized information systems. An annual maintenance fee is applicable for this software. The software maintenance fee entitles each user to software enhancements and upgrades, at no cost, access to problem bulletins and, in particular, support for the software to assist with any difficulties or problems encountered.

In order to maintain support for the software, it is recommended that the 1990 maintenance invoice in the amount of \$12,468 U.S. be authorized for payment.

2.1

RECOMMENDATION -

DATE: 10/1/88
REPORT TO: Mr. J. D. Brown
Integration Systems Corporation
FROM: Mr. J. G. Brown, Jr.
Director of Information Systems
SUBJECT: Annual Maintenance Review for Index Technology, Inc.
(1/2 hr. review)

RECOMMENDATION

- 1) The 1988 maintenance review for Index Technology, Inc. authorized for payment from Account C1 5000 (Capital Expenditure)

[Signature]
J. G. Brown, Jr.

ANNUAL MAINTENANCE REVIEW

Included in 1988 Budget

RECOMMENDATION

Information Systems has reviewed the Index Technology, Inc. maintenance review. The review was prepared by the Index Technology, Inc. and includes a description of the software and hardware to be maintained, the estimated cost of maintenance, and the estimated cost of the software and hardware. The review was prepared by the Index Technology, Inc. and includes a description of the software and hardware to be maintained, the estimated cost of maintenance, and the estimated cost of the software and hardware.

In order to maintain support for the software, it is recommended that the 1988 maintenance review for the account of \$12,500 U.S. be authorized for payment.

- RECOMMENDATION -

2.2

DATE: 1990 August 16

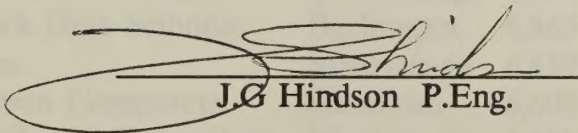
REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Suppliers for Microcomputer Workstations
(I/S 90-121).

RECOMMENDATION:

- a) That 80386 series microcomputer workstations be acquired from Group Eight, Hamilton, Ontario in accordance with their proposal dated 1990 March 30th at \$ 3,028 ea. (lowest acceptable of 28 proposals).
- b) Funding to be provided from Account CH 56605-26032 (Computer Equipment).
- c) That decisions to lease or purchase be made, in each case, in consultation with the respective Corporation's Commissioner of Finance/Treasurer.


J.G. Hindson P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

Requests for Proposals for the supply of Microcomputer Workstations, printers and related devices were sent to potential suppliers in accordance with specifications issued by the Manager of Purchasing.

The closing date for the Proposals was 1990 March 30th. 156 proposals were issued and 28 proposals were subsequently received. In order to provide for flexibility to obtain the best

that the supplier submit proposals for all the requested items.

The Proposals were subsequently reviewed and are presented in the attached tables (sorted by Canadian Content price).

The Information Systems Committee, at meetings in April and May, approved of the 1990 suppliers for other workstations and printer components with the exception of the suppliers for 80386 series IBM compatible workstations. These are workstations that are only acquired to perform specialized tasks usually in Financial, Engineering, Systems Analysis and Programming areas. In order to determine a recommended supplier for these workstations, research and testing was performed in order to ensure proper operation, performance, and supplier support.

The objective in reviewing and recommending suppliers in each case is to obtain the equipment capabilities and functionality required in accordance with the specifications, and adequate supplier support and service at the lowest cost.

It is subsequently recommended that the acquisitions be made on the basis of the lowest acceptable proposal (Group Eight, Hamilton, Ontario).

MICROCOMPUTER WORKSTATIONS PRINTERS & EQUIPMENT SUMMARY FOR 1990 - sorted by Canadian Content Evaluated Price

Compatible 80386 Microcomputer		Canadian		
SUPPLIER	LOCATION	Purch Price	Content Price	
BusinessWorld	Brampton	3,028	2,809	substandard service
Alliance Computers	Hamilton	2,958	2,825	inadequate performance
The Computer Store	Markham	3,104	2,894	service > 40km from Hamilton
3D Microcomputers	Willowdale	3,277	3,092	inadequate performance
Exceltronix Computing	Etobicoke	3,676	3,203	inadequate performance
Group Eight	Hamilton	3,698	3,330	<--- RECOMMENDED
User Friendly Systems	Burlington	3,350	3,350	
BusinessWorld	Brampton	3,428	3,428	
Ecom Systems Ltd.	Markham	3,639	3,453	
Cycom Services Inc.	Scarborough	3,489	3,466	
Educomp Systems	Hamilton	3,803	3,594	
AHvro Electronics	Burlington	3,856	3,694	
AHvro Electronics	Burlington	4,151	3,694	
Image Computers	Hamilton	3,780	3,780	
Equatorial Canada Ltd.	Rexdale	4,028	3,829	
Bi Cadd Systems Inc.	Toronto	3,932	3,932	
Harbourview	Hamilton	4,371	4,213	
Entre Computer Centre	Hamilton	5,646	5,134	
Shiva Technologies Inc.	Mississauga	5,375	5,221	
Cycom Services Inc.	Scarborough	6,381	6,332	
Mohawk Data Sciences	Burlington	6,865	6,380	
Antares	Mississauga	6,439	6,517	
Norsemen Computers	Hamilton	6,600	6,600	
Heath Zenith Computers	Mississauga	6,481	6,673	
Cycom Services Inc.	Scarborough	7,381	6,923	
Microage	Hamilton	8,125	7,637	
Hamilton Computer	Toronto	8,350	8,274	
Olivetti Sys. & Networks	Kitchener	9,246	8,760	

UNABLE TO BID:

Olivetti	HN Information
Blake Leppert	Integrated Computer
NorthWest Digital	Magna Informatics
Comdisco	Xerox Canada
R.E.D. Electronics	NBI Canada
Bull Info. Systems	Sorbus Canada

MICROCOMPUTER WORKSTATIONS: FUTURE & PRESENT KUMAR, S. & SINGH, R. (1990)

Company Name	Address	Phone	Fax	Telex	Website
Apple Computer Inc.	1 Apple Park Way	415 931 1000	415 931 1001		www.apple.com
IBM Corp.	400 North Dearborn Ave	312 499 1000	312 499 1001		www.ibm.com
Microsoft Corp.	One Microsoft Way	408 742 9000	408 742 9001		www.microsoft.com
Oracle Corp.	500 Oracle Parkway	415 680 1000	415 680 1001		www.oracle.com
Sun Microsystems Inc.	2500 Oracle Parkway	415 753 1000	415 753 1001		www.sun.com
Teradata Corp.	1500 Teradata Drive	919 876 1000	919 876 1001		www.teradata.com
Univac Inc.	3000 Univac Drive	410 326 1000	410 326 1001		www.univac.com
VLSI Technology Inc.	2000 VLSI Drive	408 742 1000	408 742 1001		www.vlsi.com
Wang Laboratories Inc.	2400 Wang Drive	617 876 1000	617 876 1001		www.wang.com
Xerox Corp.	3333 Xerox Drive	617 876 1000	617 876 1001		www.xerox.com
Yankee Group Inc.	1000 Yankee Drive	617 876 1000	617 876 1001		www.yankee.com
Zenith Data Systems Corp.	1000 Zenith Drive	617 876 1000	617 876 1001		www.zenith.com

UNABLE TO BID
 Other
 Data Entry
 Network Design
 Hardware
 E.D. Equipment
 Bell Data Systems
 IBM Information
 Microsoft Computer
 Xerox Canada
 IBM Canada
 Software Canada

2.3

- RECOMMENDATION -

DATE: 1990 August 16

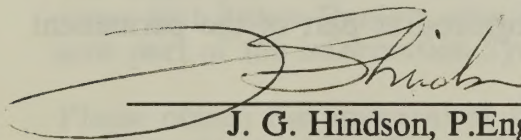
REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Information Systems - Process Control Division
Status of two Contract Employees (I/S 90-122)

RECOMMENDATION:

- a) That the Finance and Personnel Committee be requested to approve the transfer of the positions of Systems Support Coordinator and Programmer-Analyst in the Process Control Division of Information Systems from Contract positions to permanent positions.
- b) That the Commissioner of Human Resources be authorized to take the necessary actions to transfer the incumbents (Messrs. J. Dunlop and K. Smith) to permanent status.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

The Process Control Division of Information Systems currently develops and maintains a number of automation applications on behalf of the Hamilton Street Railway Company. The applications include:

- * HSR Route-Related Information Database

- * Automatic Phone Information System
- * Bus Scheduling System
- * HSR bus schedule information retrieval system
- * Automatic Passenger Counting System
- * Automatic Vehicle Location and Communications System
- * Materials Management System

These automated applications have been developed under the joint Provincial/Region TICCS (Transportation Information Communications & Control System) Project.

Under the terms of the Provincial subsidy assistance for TICCS, employees were engaged on a contractual basis during the development stages of the TICCS system.

As of 1990 January 1, the Provincial capital subsidies expired. As anticipated, staff resources are required in order to provide for the maintenance and support for these systems. The 1990 operating budgets for HSR and Information Systems included ongoing funding for the following two contract positions:

Mr. Jamie Dunlop, Systems Support Coordinator (with Region for 3 years) and
Mr. Kevin Smith, Programmer-Analyst (with the Region for 2 years).

By memo dated 1990 July 19th, (copy attached), the HSR has indicated that the Provincial subsidies have expired and that the HSR will require the computer systems support provided by these employees.

Although the employees could be retained under renewable contracts, this would be inconsistent with the current employment practices of the Region for similar positions required on a permanent basis.

It is therefore recommended that the positions be recognized as part of the permanent complement.

c.c. Mr. W. M. Carson, Chief Administrative Officer
Mr. John Johnston, Commissioner of Human Resources
Mr. D. Turvey, Commissioner of Transportation

JUL 26 1990

FILE				
TO		Initials	Info	Act.
✓	J.G.H.			
	G.F.C.			
	P.M.			
	K.K.			
	K.A.G.			
	S.J.C.			
	E.A.F.			
	M.G.G.			
	W.D.L.			
	F.E.			
	A.I.			

THE HAMILTON STREET RAILWAY COMPANY

M E M O R A N D U M

TO: J. Hindson

FROM: Dale Turvey

DATE: July 19, 1990

RE: Information Systems - Contract Positions

As part of the original TICCS agreement with the Ministry of Transportation, we hired systems staff to assist with the implementation of these computer system projects. Since the Ministry provided capital subsidy for their sales (as startup assistance) for a stated period of time, these employees were hired under contract to the Region. All of these TICCS salary subsidies have now expired, but HSR requires the computer system support provided by these employees.

The employees involved are Kevin Smith, who has been employed with us for 3 years and James Dunlop, who has been employed with us for 2 years. Both are now part of the information Systems Department.

Please obtain the approval of the Information Systems Committee to make these positions permanent. This will have no effect on the budget.

Dale Turvey

L. D. Turvey, P.Eng.
Commissioner of Transportation

PM/LDT/db

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2.4

- INFORMATION -

DATE: 1990 August 16

REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Assignment of Equipment Lease by Triathlon Computer Leasing
to Canada Trust (I/S 90-123)

BACKGROUND:

On 1990 March 13, the City of Hamilton Council approved the leasing of an IBM 3745 Communications Processor from Triathlon Leasing of Richmond Hill, Ontario at \$ 3,194.33 /month for 36 months. Funding was approved from Account CH-56638-26022 (Communications equipment).

Computer Equipment leases include options that permit the leasing company to assign the lease payments to financial institutions, such as banks or trust companies. This is a normal business practice and does not interfere or affect in any way the ownership or use of the equipment.

Triathlon Leasing has advised that they have assigned the schedule of payments for Schedule 18 (3745 Communications Processor) to Canada Trust, and hence payments are to be redirected to Canada Trust.

c.c. Mr. E. C. Matthews, Treasurer, City of Hamilton
Ms. P. Noé Johnson, City Solicitor

2.5

- INFORMATION -

DATE: 1990 August 16

REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Network Project - Progress Report (I/S 90-124)

BACKGROUND:

A presentation was made by the Director at the June 21st meeting of the Information Systems Committee regarding computer networking options for the future. The presentation included:

- * the advisability of adhering to an international standard for networks (Ethernet, Token Ring and/or Fiber Optic).
- * the importance of migrating existing communication cabling methods to an international standard.
- * the opportunity of eliminating current redundancies inherent in providing independent communication paths for Host computer access, printer sharing, PC file transfer and remote database communications.

The Information Systems technical review team has completed its technical evaluation of the two potential standards-based networking schemes (Ethernet and Token Ring) and is proceeding with a Pilot Project using the Ethernet-based standard. The purpose of the pilot project is to test and ensure that the Ethernet standard can achieve the objectives of Host Communications, PC file transfer, remote database access and printer sharing using a single Ethernet network.

The results of the Pilot Project are expected by the end of the year and should the pilot project be successful, a migration plan will then be formulated and brought before the Committee for review.

A completed network, based on international standards, will take several years to implement. The implementation strategy will be to attach all future users to the standard network with no disruption to existing user services. Although this will prove to be a very challenging task it represents an essential strategy to minimizing communication costs and complexities in the 1990's.

DATE: 1985 August 16
 REFERENCE: Mr. John H. Gorman, Jr.
 Information Systems Committee
 Mr. J. G. Hinton, Jr.
 Director of Information Systems

SUBJECT: Network Project - Progress Report (1/2 to 1/2)

BACKGROUND

A presentation was made by the Director at the June 21st meeting of the Information Systems Committee regarding a networked database system for the future. The presentation included:

- * the necessity of moving to an information system for research (Director John H. Gorman, Jr.)
- * the importance of creating a networked database system for an information system
- * the opportunity of obtaining current information relevant to providing information to the future (Director John H. Gorman, Jr.)
- * the transfer and future database development

The Information Systems Committee review team has completed its technical assignment of the two potential database-based networked systems (Director John H. Gorman, Jr.) and is preparing a report to the Information Systems Committee. The purpose of the report is to test and prove that the Director's statement can be used to the advantage of the Information Systems Committee. The report will also provide a summary of the project's progress.

The results of the Information Systems Committee review team will be reported to the project by the end of the year and should the project be successful, a networked database system will then be implemented and brought before the Information Systems Committee for review.

A completed network, based on international standards will take several years to implement. The implementation strategy will be to ensure all data is in the network with no disruption to existing user services. Although this will prove to be a very challenging task it represents an essential strategy to achieving communication and collaboration in the future.

- INFORMATION -

2.6

DATE: 1990 August 16

REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Property/Taxation Project
Steering Committee (I/S 90-125)

BACKGROUND:

At the Information Systems Committee on 1990 June 21, the Committee received, for their information, a report from the Director of Information Systems and the Treasurer which included a recommendation that a Political Sub-Committee be established for the Property/Taxation Project.

The Committee approved of the appointment of an Information Systems Committee representative in anticipation of the approval by the Finance & Administration Committee.

Attached, for the information of the Committee, is a copy of correspondence from the Secretary of the Finance and Administration Committee advising us of the status of the Steering Committee for the Property/Taxation Project.

2.2

- INFORMATION -

DATE: 1970 August 14

REPORT TO: Mr. J. G. Hendon, F.R.S.
Information Systems Committee

FROM: Property/Techon Project
Steering Committee (1/2 90-12)

SUBJECT: Property/Techon Project

ACKNOWLEDGEMENT

At the Information Systems Committee on 19th June 70, the Committee received for their information a report from the Division of Information Systems and the Property/Techon Project. The report included a recommendation that a Property/Techon Committee be established for the Property/Techon Project.

The Committee agreed at the suggestion of the Property/Techon Project Committee representative to appoint a representative of the Property/Techon Project Committee.

Attached for the information of the Committee is a copy of the minutes from the meeting of the Property/Techon Project Committee held on 10th June 70. The minutes of the meeting of the Property/Techon Project Committee are also attached for the information of the Committee.

Corporation of the City of Hamilton

Memorandum

INFORMATION SYSTEMS					
JUL 13 1990					
FILE					
TO	Initials	Intm.	Act.	R	
J.G.H.					
G.E.C.					
P.M.					
K.K.					
K.A.G.					
S.J.C.					
E.A.F.					
M.G.G.					
W.D.L.					
F.E.					
A.J.					

TO: Mr. J. G. Hindson
Director of Information Systems

Mr. E. C. Matthews
Treasurer

FROM: Mr. John Thompson, Secretary
Finance & Administration Committee

OUR FILE:
PHONE: 546-2747

SUBJECT: PROPERTY/TAXATION PROJECT

DATE: 1990 July 10

This refers to your joint report of 1990 June 14 recommending that a Sub-Committee and a staff Steering Committee group be established for the Property/Taxation Project respecting a monthly taxation billing system, which was presented to the Finance and Administration Committee at its meeting held 1990 June 21 for consideration and recommendation.

In reviewing the report the Committee agreed that the Project include an examination on the possibility and feasibility of sending out separate tax bills in 1991 for the Board of Education.

After consideration, the Committee concluded that an independent staff Steering Committee would be sufficient to provide overall direction and guidance to the Project, and approved that the Treasurer, the Director of Information Systems, and the Director of Local Planning form the staff Steering Committee and that Alderman D. Agostino be appointed to the Committee to represent the Finance and Administration Committee.

John Thompson

c.c. Alderman D. Agostino
Mr. L. Sage, Chief Administrative Officer
Mr. J. D. Thoms, Commissioner of Planning and Development

INFORMATION SYSTEMS					
JUL 11 1990					
FILE					
TO	Initials	Intm.	Act.	R	
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P.M.					
K.K.					
K.A.G.					
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A.J.					

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Information Systems

TO: Mr. J. B. Thompson
Director of Information Systems

FROM: Mr. J. B. Thompson
Director of Information Systems

SUBJECT: INFORMATION SYSTEMS

DATE: JUL 1 1983

TIME: 10:00 AM

FROM: Mr. J. B. Thompson, Director of Information Systems

This letter is to inform you that on July 1, 1983, a sub-committee of the Information Systems Committee was formed to study the feasibility of a new information system. The sub-committee will be composed of representatives from the various departments and will report to the committee on or before July 15, 1983.

The committee is currently reviewing the report of the sub-committee and will make a decision on the feasibility of the new information system. The committee will also be responsible for the implementation of the new system.

At the meeting, the committee decided that an independent study should be conducted to determine the feasibility of the new information system. The study should be completed by July 15, 1983, and the results should be reported to the committee. The committee will then make a decision on whether to proceed with the new system.

[Handwritten signature]

INFORMATION SYSTEMS	
JUL 1 1983	
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Mr. J. B. Thompson, Director of Information Systems

Mr. J. B. Thompson, Director of Information Systems

CA 40N HBLI10

URBAN/MUNICIPAL

A35
1990
CITY CLERK

J.J. SCHATZ
DEPUTY CITY CLERK



THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

2d floor
CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

1990 October 18

NOTICE OF MEETING

URBAN MUNIC. AL

OCT 31 1990

GOVERNMENT DOCUMENTS

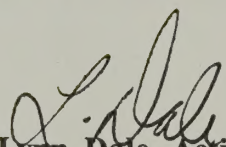
(Agenda) INFORMATION SYSTEMS COMMITTEE

Monday, 1990 October 22

10:30 o'clock a.m.

15th Floor Committee Room

Regional Offices


Lynn Dale, Acting Secretary
Information Systems Committee

A G E N D A:

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of the Information Systems Committee Meeting
held 1990 August 23.

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

2.1 Presentation Re: Disaster Recovery Study - Status

2.2 Progress Report for Disaster Recovery Plan

2.3 Computer Security and Protection

2.4 Authorized Copies of Software Licences - Word Perfect Corporation School Software Donation Program

2.5 Re-appointment of Permanent Secretary

2.6 Correspondence from Alderman B. Hinkley - Remote Access and Electronic Mail

2.7 Electronic Mail - Cost Benefit Review

2.8 Telephone Communication Systems - Transfer to Information Systems from Regional Engineering

2.9 November 12th By-Election Computer Room Security

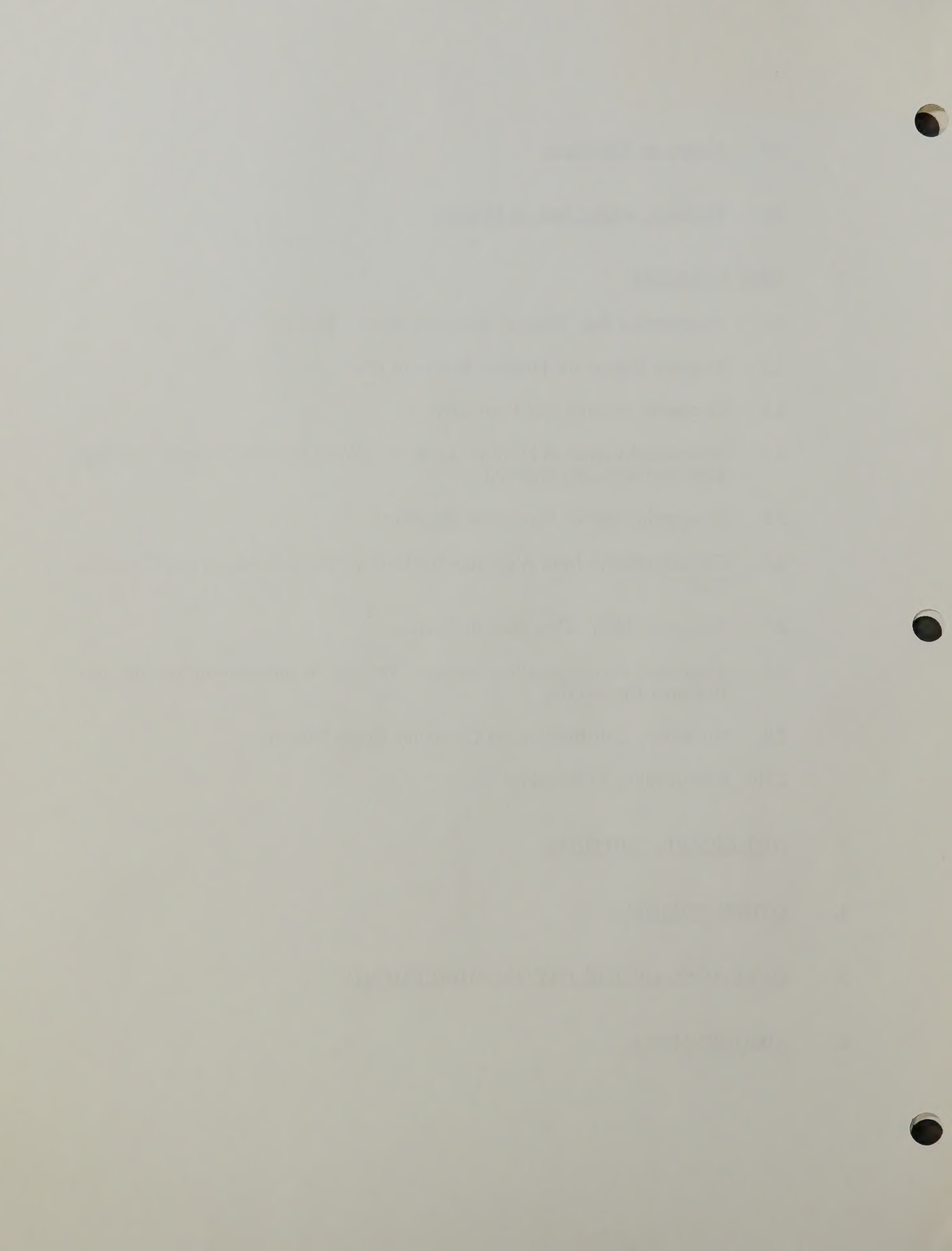
2.10 Rescheduling of Meetings

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT.



1 (6)

Thursday, 1990 August 2
2:00 o'clock p.m.
15th Floor, Chairman's Lounge
Regional Offices

The Information Systems Committee met.

Present: Chairman (Alderman) J. Gallagher
Councillor S. Napper, Vice Chairman
Councillor A. Sloat
Alderman G. Copps
Alderman M. Kiss
Chairman R. Whynott

Also Present: Mr. J. Hindson, Director of Information Systems
Mrs. L. Dale, Acting Secretary

1. **DECLARATION OF INTEREST**

The Committee Members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no declaration of conflict of interest were made.

2. **MINUTES**

The Committee was in receipt of the minutes of the Information Systems Committee Meeting held 1990 June 21 and approved the recommendation that the minutes be received and adopted as presented.

3. **ITEMS OF BUSINESS**

ANNUAL MAINTENANCE INVOICE FOR INDEX TECHNOLOGY'S SOFTWARE

The Committee was in receipt of a report dated 1990 August 16 from the Director of Information Systems. The Committee requested that the amount of the invoice be converted to Canadian Funds and approved the following recommendation:

That the 1990 maintenance invoice for \$12 468 U.S./=from Index Technology be authorized for payment from Account No. CH 56005-26020 (Computer Software).

4. **SUPPLIERS FOR MICROCOMPUTER WORKSTATIONS**

The Committee was in receipt of a report dated 1990 August 16 from the Director of Information Systems. The Committee discussed the timing of this recommendation and whether it needed to go forward at this time or not. The Committee discussed the impact of the proposed G.S.T. It was moved by Alderman Kiss seconded by Councillor Sloat and carried that the Committee approve the following recommendation:

- (a) That 80386 series microcomputer workstations be acquired from Group Eight, Hamilton, Ontario in accordance with their proposal dated 1990 March 30th at \$3 698 each (lowest acceptable of 28 proposals).
- (b) Funding to be provided from Account No. CH 56605-26032 (Computer Equipment).

- (c) That decisions to lease or purchase be made, in each case, in consultation with the respective Corporation's Commissioner of Finance/Treasurer.

5. INFORMATION SYSTEMS - PROCESS CONTROL DIVISION - STATUS OF TWO CONTRACT EMPLOYEES

The Committee was in receipt of a report dated 1990 August 16 from the Director of Information Systems. The Committee discussed the report in light of the recent recommendation approved by Regional Council regarding the hiring of staff. The Committee was advised that these were two ongoing contract positions. The Committee discussed the need for comparative costs on contract versus non contract employees. The Committee requested additional information regarding cost impact etc. Following considerable discussion it was moved by Councillor Sloat seconded by Alderman Cops that the Committee approved the following recommendation:

That a view of the motion recently adopted by Regional Council respecting the hiring of staff, the report dated 1990 August 16 from the Director of Information Systems concerning - Process Control Division - Status of Two Contract Employees, be referred to the Regional Chief Administrative Officer for further review.

6. ASSIGNMENT OF EQUIPMENT LEASE BY TRIATHLON COMPUTER LEASING TO CANADA TRUST

The Committee agreed to receive a report dated 1990 August 16 from the Director of Information Systems respecting Assignment of Equipment Lease by Triathlon Computer Leasing to Canada Trust.

7. NETWORK PROJECT - PROGRESS REPORT

The Committee agreed to receive a report dated 1990 August 16 from the Director of Information Systems regarding Network Project - Progress Report.

8. PROPERTY/TAXATION PROJECT STEERING COMMITTEE

The Committee agreed to receive a report dated 1990 August 16 from the Director of Information Systems respecting a Property Taxation Project Steering Committee.

9. OTHER BUSINESS

The Committee discussed the meeting schedules and the possibility of rescheduling the Information Systems Committee. The Committee agreed that the respected schedules of the Committee members would be reviewed with a view to seeing if a more suitable date can be arranged.

There being no further business the meeting was adjourned.

TAKEN AS READ AND APPROVED,

Lynn Dale,
Secretary

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

- INFORMATION -

DATE: 1990 October 15

REPORT TO: Ms. L. Dale, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Computer Disaster Recovery Study - Progress Report
(I/S 90-126)

BACKGROUND:

This study is a major project identified in the Information Systems work plan.

Given the City and Regional Corporations' increasing reliance on computers, a disaster affecting the data centre would quickly impair the ability to provide critical municipal services.

The purpose of this study, therefore, is to identify and plan to recover critical computer systems from the effects of a disaster, such as a fire or flood.

The study is being performed internally by Mr. Steve Cowell, Manager Systems Planning and Project Manager. There are three phases:

1. Analysis and Selection of a Recovery Strategy
2. Development of Plans and Procedures
3. Testing and Maintaining the Recovery Plan

CURRENT STATUS:

The project has reached a significant Phase 1 milestone, in that 39 critical computer systems have been selected for inclusion in the recovery plan.

This was achieved by consensus via system user groups. One Hundred and Eleven (111) individual systems were initially identified, analyzed and scored according to eight selection criteria, such as, financial and public impact.

Potentially critical systems were further analyzed to establish how quickly they need to be recovered and whether a manual back-up system is available or feasible. The resulting short-list is shown in Attachment 1, grouped by three recovery periods; 48 hours, 5 days and 1 month.

Attached is a listing of the information systems operated on behalf of the Region of Hamilton-Wentworth and the City of Hamilton.

The top seven (including critical "feeder" systems) that are required to be recovered in 5 days or less are:

For recovery in 48 hours:

- **Social Services Income Maintenance** - Maintains directory of financial assistance recipients, prints 6,000 cheques per month, plus special income requisitions and subsidy claims for the Provincial Government.
- **MSA Payroll/Personnel (including Attendance System)** - Maintains payroll and benefits data for 7,000 existing and retired employees. Processes absence, overtime and vacation details and prints 14,000 paycheques per month plus supporting management reports and miscellaneous documents, such as, T4's.
- **Transit Operating System (including Run Cutter, Mini Scheduler and HSR Personnel)** - Schedules 2,500 buses and drivers to assigned routes. Maintains employee payroll, benefits and absenteeism records and provides an input to the Corporate MSA Payroll/Personnel system.

For recovery within 5 days:

- **Social Services Day Care** - Provides financial assistance to suppliers of day care and nursing services, by interfacing invoice requests with the Corporate accounts payable system to print cheques. Prints monthly notifications for insurance renewals and medical needs, and prints subsidy claims for the Provincial Government.
- **DOBIS Library System** - Maintains titles on 2.5 million books. Controls borrower and fines information, catalogues bibliographies and provides search and inquiry functions.
- **Sewer/Water Control** - Enables sewer and water pump information to be monitored remotely in graphical form, based on information provided by networked PC's.
- **MSA Finance Production (Including Accounts Payable, General Ledger, Purchasing and Budget Control)** - Enables on-line requisition of goods and services for 80,000 accounts, provides analysis of current expenditures against

budget, and prints cheques for vendor invoices.

NEXT STEPS:

In case of disaster, the City and Regional Corporations will require access to alternate computer resources within 48 hours. The next step in Phase 1 will be to review various resourcing options (for accommodation, communications, hardware and software) and to determine the best recovery strategy.

Recovery options to be considered are:

- To split existing resources between sites.
- To provide additional computer capacity located in a physically separate back-up location.
- To reciprocate and share facilities with another corporation.
- To contract a third-party vendor/service bureau.

Computer Disaster Recovery Plan
Application Summary List

Application Name	User Group	Host
-----	-----	----
City General Index	Administration/Public Service	IBM
Election system	Administration/Public Service	IBM
Hamilton Place Mailings	Administration/Public Service	IBM
Licensing system	Administration/Public Service	IBM
Lung Association Contributions	Administration/Public Service	IBM
Regional General Index	Administration/Public Service	IBM
Professional Office System	All User Groups	IBM
Client Payment	Community Services	WANG
Day Care	Community Services	IBM
Housing Inventory	Community Services	WANG
Income Maintenance	Community Services	IBM
City MSA Financial Production	Finance	IBM
City MSA Financial Test	Finance	IBM
City Old A/P, G/L systems	Finance	IBM
Hamilton Home Improvements	Finance	IBM
Ontario Home Improvements	Finance	IBM
Parking Violations	Finance	IBM
Purchasing	Finance	IBM
Regional Accounts Receivable	Finance	WANG
Regional Capital Budgets	Finance	WANG
Regional Home Improvements	Finance	IBM
Regional Investments	Finance	WANG
Regional Local Improvements	Finance	WANG
Regional MSA Financial Prod.	Finance	IBM
Regional MSA Financial Test	Finance	IBM
Regional Old A/P, G/L systems	Finance	IBM
Regional Solid Waste	Finance	WANG
386WARE (PC software on VAX)	Hamilton Street Railway	DEC
Automatic Passenger Counting	Hamilton Street Railway	DEC
Automatic Phone Information	Hamilton Street Railway	DEC
Automatic Vehicle Location	Hamilton Street Railway	DEC
Bridge to IBM at City Hall	Hamilton Street Railway	DEC/IB
CCL Statistics	Hamilton Street Railway	DEC
Datatrieve	Hamilton Street Railway	DEC
Farebox Accounting	Hamilton Street Railway	DEC
HSR Accounts Payable	Hamilton Street Railway	DEC
HSR Accounts Receivable	Hamilton Street Railway	DEC
HSR Personnel	Hamilton Street Railway	DEC
Information Retrieval	Hamilton Street Railway	DEC
Insurance Claims	Hamilton Street Railway	DEC
Mini Scheduler	Hamilton Street Railway	DEC
Minitab (Statistical Graphics)	Hamilton Street Railway	DEC
MMS Inventory	Hamilton Street Railway	DEC
MMS Purchasing	Hamilton Street Railway	DEC
Run Cutter	Hamilton Street Railway	DEC
S2020 Spreadsheet Software	Hamilton Street Railway	DEC
Schedule Database Maintenance	Hamilton Street Railway	DEC
Search Quik (Decision Support)	Hamilton Street Railway	DEC
SPSS-G (Statistical Graphics)	Hamilton Street Railway	DEC
Stop & Shelter Maintenance	Hamilton Street Railway	DEC
Transit Operating	Hamilton Street Railway	DEC
VAX Office Exchange	Hamilton Street Railway	DEC
Vehicle Maintenance	Hamilton Street Railway	DEC
WORD-11 (Word Processing)	Hamilton Street Railway	DEC
City Attendance Reporting	Human Resources/Payroll	IBM

Computer Disaster Recovery Plan
Application Summary List

Application Name	User Group	Host
-----	-----	----
City General Personnel	Human Resources/Payroll	IBM
City MSA G/L Interface	Human Resources/Payroll	IBM
City MSA Payroll/Personnel	Human Resources/Payroll	IBM
Fire Department Training	Human Resources/Payroll	IBM
Job Evaluation/Pay Equity	Human Resources/Payroll	IBM
Region Attendance Reporting	Human Resources/Payroll	IBM
Region General Personnel	Human Resources/Payroll	IBM
Region MSA G/L Interface	Human Resources/Payroll	IBM
Region MSA Payroll/Personnel	Human Resources/Payroll	IBM
CODOC Government Documents	Library Services	IBM
DOBIS Library Cataloguing	Library Services	IBM
DOBIS/LIBIS Periodicals	Library Services	IBM
LIBIS Library Circulation	Library Services	IBM
SPSS Information Statistics	Library Services	IBM
Drawing Management	Operations Management	PC
Fleet Management	Operations Management	PC
Fuel Management	Operations Management	PC
MMS Public Works	Operations Management	PC
MMS Region	Operations Management	PC
MMS Traffic	Operations Management	PC
Operations Mgmt Public Works	Operations Management	IBM
Operations Mgmt Traffic	Operations Management	IBM
Roads Inventory	Operations Management	PC
Sewer/Water Process Control	Operations Management	DEC
Traffic Statistics	Operations Management	IBM
Traffic Survey Analysis	Operations Management	IBM
Transportation Planning	Operations Management	DEC
Vehicle system	Operations Management	IBM
Address Cross-Index	Property	IBM
Assessment Review Court	Property	IBM
Assessment Roll	Property	IBM
Building Permits	Property	IBM
Business Tax	Property	IBM
Circularization	Property	IBM
City Corporate Information	Property	IBM
City Property Database	Property	IBM
Fire Department Statistics	Property	IBM
Mailings	Property	IBM
New Metered Water system	Property	IBM
New Property Database system	Property	IBM
Old City Metered Water Accts	Property	IBM
Old Region Metered Water Accts	Property	IBM
Outside Munic's Assessments	Property	IBM
Outside Munic's Property	Property	IBM
PDS	Property	IBM
Realty Tax	Property	IBM
Regional Corporate Information	Property	IBM
Regional Metered Water	Property	WANG
Regional Planning	Property	IBM
Senior Citizens Tax/Mailings	Property	IBM
Local OP Tracking	Regional Planning	PC
Regional OP Tracking	Regional Planning	WANG
Street Naming	Regional Planning	PC
Subdivision Tracking	Regional Planning	WANG
Zoning Tracking	Regional Planning	WANG

2.3

- RECOMMENDATION -

DATE: 1990 October 18

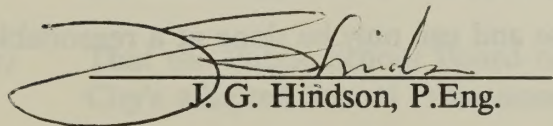
REPORT TO: Ms. L. Dale, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Computer Security and Protection (I/S 90-127)

RECOMMENDATION:

- 1) That the Director of Information Systems prepare a report outlining the options and feasibility of moving the mainframe computer facility out of the City Hall basement.
- 2) That the report include location options, operational and cost impacts and optional timing schedule.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

NONE for Report phase.

BACKGROUND:

The complexities of modern business makes it impractical, in most cases, to revert to manual systems in the event of a disaster affecting computer operations. The establishment of sound disaster recovery plans is an accepted part of maintaining vital business operations.

Disaster recovery planning is one component of a plan for maintaining business operations. The other major component is to ensure that the computer facilities are located in a secure environment with appropriate protection from fire, (prevention, detection, suppression) water damage (result of fire on other floors, flood) and unauthorized access.

The computer facilities at City Hall were placed in areas originally designed as general office space when the building opened in 1960. Due to space limitations, major components of the computer facility were relocated to the City Hall basement in the 1970's.

The basement location is a major concern and Information Systems has been looking for an appropriate set of conditions and circumstances to relocate the equipment at a reasonable cost. The basement location is very undesirable for a number of important reasons:

- 1) Although fire detection equipment and alarms have been added, there is no fire suppression system in the computer room (or City Hall).
- 2) A fire on any floor of City Hall, or any external flooding conditions would flood the computer room with water.
- 3) Internal building pipes run through the computer room.
- 4) There is no raised floor to act as a plenum for cooling the computers and disk drives.
- 5) All computer electrical cables run on the basement floor and are especially exposed to water damage.
- 6) The computer room is located next door to the paper stock storage room.

Stop-gap measures have been deployed to protect the machines as much as possible until an opportunity could present itself to relocate the equipment. Ongoing measures have been taken in consultation with the Fire Department, the insurance companies and the equipment manufacturers. However, none of these measures can overcome the basic disadvantages of the basement location.

The relocation of a computer is a complex exercise and can only be done at a reasonable cost when a specific set of circumstances exist:

- * when major components of the computer are scheduled to be changed (set up replacement unit, then switch).
- * major component leases expire at the same time as the move is contemplated.
- * critical processing periods (tax runs, year-end, holidays) can be avoided.
- * leases expire on old equipment.
- * no major software upgrades are in progress.
- * there are alternative locations or floors within reasonable range of the communications network.

These circumstances will present themselves in December of 1991, but not again until early 1997.

It is recommended that a Report be prepared outlining the options for relocating the equipment out of the City Hall basement to determine if it is feasible to address this problem for the December 1991 "window".

c.c. Mr. Lou Sage
Mr. W. M. Carson

2.4

- RECOMMENDATION -

DATE: 1990 October 18

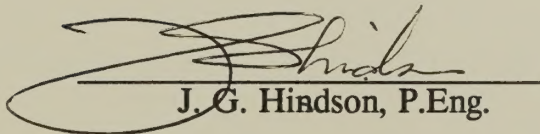
REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Authorized Copies of Software Licences
WordPerfect Corporation School Software Donation Program (I/S 90-129)

RECOMMENDATION:

- a) That authorized copies of WordPerfect wordprocessing software be made available to the Hamilton Public and Separate School Boards in accordance with the terms and conditions of the WordPerfect Corporation Software Donation Program.
- b) That the Public School Board be requested to give preference to the Region and City's adopted School (Westmount Secondary School) in the donation program.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

NONE

BACKGROUND:

The Region and the City use wordprocessing software from the WordPerfect Corporation.

The WordPerfect Corporation is enabling elementary and secondary educational institutions to receive copies of their copyrighted software under their "School Software Donation Program". Under this program, copies of versions (4.2 or 5.0) of WordPerfect can be given to educational institutions for each authorization certificate received with later versions of

WordPerfect (5.1). The donated copies can then be registered and authorized by WordPerfect for use by the educational institution.

Attached is a copy of the WordPerfect donation certificate under this Donation Program. The donation is restricted to primary and secondary schools only. Distribution or sale of these conversion packages to any other party would be in violation of the copyright laws.

The Region and City have adopted Westmount Secondary School under the adopted school program.

It is therefore recommended that the School Software Donation certificates be made available to the Hamilton Public School Board, and the Hamilton Separate School Board and that the Public School Board be requested to give preference to the adopted school (Westmount).

Important Notice

School Software Donation Program

For a limited time only, you have an opportunity to participate in a WordPerfect Corporation program designed to help the primary and secondary schools in your area.

When updating your software, old materials (diskettes, reference manual, workbook, and template) from the prior version should be discarded or destroyed. However, because you have updated to version 5.1 under this new software donation program, you may donate your old WordPerfect 4.2 or 5.0 package (DOS version, U.S. and Canada) to the primary or secondary school (kindergarten through twelfth grade) of your choice. WordPerfect Corporation will issue a new license for the school receiving the donation.

Fold Here

Place
Stamp
Here

The school must be state- or federally-accredited and the software may only be used on campus. The package you donate must be complete, including binder, slipcase, documentation, workbook, diskettes, and template. The school will then have full rights to use your old software and can update it at educational prices.

If you would like to donate your old WordPerfect package, complete this form and return it to the address listed on the back. WordPerfect Corporation will then process your request and verify that the school has a need for your software. A license for that school will then be returned to you. This license must be included with your old package when you present it to the school.

We are pleased to be able to support the educational system in this manner, and we hope that you will join us in this effort.

If you need more information about this program, please call our Information Services Department at (801) 225-5000.

WordPerfect Corporation
School Software Donation Program
1555 N. Technology Way
Orem, Utah 84057

*The donated software has no monetary value and cannot be resold. WordPerfect Corporation reserves the right to refuse license requests for any reason. This program may change or be discontinued without notice or cause.

Instructions

Step 1 Complete this form.

Step 2 Mail this form to the address printed on the back.

WordPerfect Corporation will contact the school(s) you list to verify a need for the package(s). If your first choice cannot use the donation, the second or third choice will be used. WordPerfect Corporation will then send you a license that can be used only by the school.

Step 3 Once you receive the license, include it with your old package and present it to the school.

Note: If you are donating more than one package, you only need to complete one form, but you must send the additional blank forms included in each complete update package to verify that each of your packages has been updated and is available for donation.

School Information

First Choice

School Name _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____

Second Choice

School Name _____
Phone (____) _____

Third Choice

School Name _____
Phone (____) _____

Donor Information

Date _____
Name _____
Company (if applicable) _____
Home Phone (____) _____ Work Phone (____) _____
Address _____
City _____ State _____ ZIP _____
Software Version ☐ WordPerfect 4.2 ☐ WordPerfect 5.0

I certify that the WordPerfect software package I currently own is complete, and that upon receipt of a license from WordPerfect Corporation, I will donate the package to the educational institution approved by WordPerfect Corporation.

Signature _____

Duplicate forms will not be accepted.

2.5

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1990 September 10

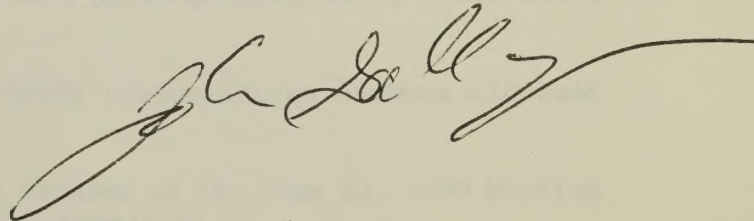
REPORT TO: Mrs. Lynn Dale, Acting Secretary
Information Systems Committee

FROM: Alderman J. Gallagher, Chairman
Information Systems Committee

SUBJECT: REAPPOINTMENT OF PERMANENT SECRETARY

RECOMMENDATION:

That Section 1(a) of the **FIRST** Report of the Information Systems Committee for 1989 be amended by deleting "John Thompson, Legislative Assistant, City Clerk's Department" and substituting in lieu thereof "Mrs. Lynn Dale, Legislative Assistant, City Clerk's Department" as permanent Secretary of the Information Systems Committee.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

BACKGROUND:

In May 1988, City and Regional Councils approved that the temporary appointment of Acting Secretary of the Information Systems Committee be reviewed at the expiration of the 1986-88 term of the Councils. On 1989 February 07, Regional Council adopted Item 1 (a) of the **FIRST** Report of the Information Systems Committee for 1989 and appointed, Mr. John Thompson, Legislative Assistant, City Clerk's Department the permanent secretary.

Due to promotions within the City Clerk's Department and recent workload reassignments, it is now being recommended that Mrs. Lynn Dale replace Mr. John Thompson as the permanent secretary.

OCT 17 1990



CITY COUNCIL

Brian Hinkley Alderman Ward Three

2.6

October 12, 1990.

Ms. L. Dale,
Acting Secretary,
Information Systems Committee,
The Corporation of the City of Hamilton,
City Hall,
71 Main Street West,
Hamilton, Ontario.
L8N 3V9.

Dear Ms. Dale:

Would you please place the attached correspondence and information on the next meeting of the Information Systems Committee.

You will find attached:

- #1 A Report of the Finance Committee dated 02/10/87.
I bring the Committee's attention to Item #2 of the Report where reference is made to a pilot project for a three-month period.
- #2 Please find enclosed a Profs communication between Alderman Gallagher and myself.
- #3 Please find enclosed the Minutes of the June 21, 1990 Meeting of the Information Systems Committee.
I bring your attention to Item #3 under Other Business in those Minutes.

At this point in time, I have not seen a written report from the 1987 three-month pilot project nor have I seen a report that was referred to in the June 21, 1990 Minutes. I would appreciate the Committee dealing with this matter and providing a written report on this pilot project.

Thank you very kindly.

Yours truly,

Brian Hinkley,
Alderman, Ward 3.

BH:dd

Encl.

Finance & Administration
Committee
-Chairman

Keep Hamilton
Clean Committee
-Chairman

Seniors Centre
Feasibility Study
-Chairman

Harbour Task
Force
-Chairman

Handbill
Sub-Committee
-Chairman

Hamilton Municipal
Retirement Fund
-Chairman

Hamilton Seniors
Council
-Liaison

Parks & Recreation
Committee
-Member

Hamilton Non-Profit
Housing
-Member

Regional Engineering
Committee
-Member

Regional Economic
& Planning Committee
-Member

Chairman's Environmental
Advisory Committee
-Member

Hamilton-Wentworth
Children's Aid Society
-Member



Recycled Paper

REPORT OF THE FINANCE COMMITTEE

To the Council of the Corporation of the City of Hamilton

To the Members of Council:

The Finance Committee presents its **SECOND** Report for 1987 and respectfully recommends;

1. That the Chairman of the Finance Committee, the Mayor and the City Treasurer meet with the Provincial Treasurer respecting an increase in the amount of payments to the City of Hamilton in lieu of taxes.
- * 2. That a communications connection be installed in the home of Alderman Gallagher on a pilot project basis for a period of three months at a cost of \$250 initially and \$20 per month thereafter.

NOTE: Alderman Gallagher has indicated that he will be purchasing a micro computer at his expense for use at his residence and he has indicated an interest in establishing a communications link with the Professional Office System installed on the City Hall computer. This connection would enable Alderman Gallagher to send and receive electronic messages between his residence and the City Hall computer.

It is becoming more commonplace to provide communication connections for senior officials in large corporations as it has been generally found to improve access to and from sources of information.

3. (a) That an Offer to Purchase the property of The Corporation of the City of Hamilton known as 401/403 King Street West for the sum of \$160 000 duly executed by Alec Murray Real Estate Co. Ltd. on January 16, 1987 and scheduled for closing on or before April 30th, 1987 be approved and completed. A deposit of \$2 000 is being held by the City Treasurer pending Council approval of this transaction.
- (b) This Offer to Purchase is conditional upon the City completing the purchase of another property suitable to the City, on or before September 2, 1987 which property will serve as a substitute to the one being sold herein and provide accommodation for Hamilton Wesley House. The City shall determine whether the alternate property is suitable for such use. Failing which this Offer shall be null and void and the Purchaser's deposit shall be returned to him in full without interest.

*Recorded Vote, See Page 244

VIEW THE NOTE

E01

From: JGALLAGH--COHAM

Date and time

05/10/90 08:45:15

To: JHINDSON--COHAM

JIM HINDSON

Subject: Home hook-up.

I would like to get my home system up and running. 150 Mohawk Rd. E.
Apartment 403. Can you please advise when this can be done.

In addition Alderman Hinkley has asked about a home profs hook-up. Since
I have on two occasions made verbal presentations to the finance committee and
they have allowed it to continue I would think its ok to add Alderman Hinkley.

Can we talk about this.

By the way....wasn't Bob Sugden to be hooked up at home as per his contract?

cc: BHINKLEY--COHAM

YOURS TRULY

JOHN GALLAGHER (2730), USERID JGALLAGH

E N D O F N O T E

PF1 Alternate PFs PF2 File NOTE PF3 Keep PF4 Erase PF5 Forward Note

PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return

VIEW THE NOTE

E20

From: BHINKLEY--COHAM

Date and time

05/10/90 11:39:29

To: JGALLAGH--COHAM

*Reply to note of 05/10/90 08:45

Subject: Home hook-up.

John, I am not asking for a hook-up for myself. I would prefer a written
report on the success of the pilot project undertaken in 1987 with the
computer connection between your residence and City Hall. I would appreciate
the opportunity to assess the cost/benefits of this project, assessing its
merits for any future installations, before proceeding. This matter should
be discussed by the Finance and Administration Committee first.

YOURS TRULY

BRIAN HINKLEY (2730) , USERID BHINKLEY

E N D O F N O T E

PF1 Alternate PFs PF2 Copy to

PF3 Keep PF4 Erase PF5 Forward Note

PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return

Thursday, 1990 June 21
2:30 o'clock p.m.
15th Floor Committee Room
Regional Offices

The Information Systems Committee met.

There were Present: Alderman J. Gallagher, Chairman
Councillor S. Napper, Vice-Chairman
Councillor A. Sloat
Alderman G. Copps

Absent with Regrets: Alderman M. Kiss - City Business

Also Present: Mr. J. G. Hindson, Director of Information Systems
Mrs. L. Dale, Acting Secretary

1. (a) Declaration of Interest

The Committee Members were asked to declare any conflicts of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no declaration of conflicts of interest were made.

(b) Minutes

The Committee was in receipt of the minutes of the Information Systems Committee meeting held 1990 May 24 and approved a recommendation that the minutes be received and adopted as presented.

2. Items of Business

2.1 Leasing Supplier for 3380-K Disk Drive

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to Leasing Supplier for 3380-K Disk Drive (90-117).

It was moved by Councillor Sloat, seconded by Alderman Copps and carried that the Committee approve the following recommendation:

(a) That Triathlon Leasing of Richmond Hill provide leasing services in accordance with their proposal dated 1990 June 11. Lowest of four leasing proposals received.

One used IBM 3380-K Disk Drive at \$2 013./month for 36 months.

(b) That funding be proved from Account No. CH56605 26020 (Central Processing - Leasing Computer Equipment).

(c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).

(d) That the City of Hamilton Mayor and Clerk be authorized to execute the above-mentioned lease agreement.

2.2 Leasing Supplier for 3480-B Tape Drive

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to Leasing Supplier for 3480-B Disk Drive (90-118).

It was moved by Alderman Copps, seconded by Councillor Napper and carried that the Committee approve the following recommendation:

- (a) That Scott Leasing of Mississauga provide leasing services in accordance with their proposal dated 1990 June 11. Lowest of five leasing proposals received.

One used IBM 3480-B tape drive at \$890./month for 36 months.

- (b) That funding be provided from Account No. CH56605 26020 (Central Processing - Leasing Computer Equipment).
- (c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- (d) That the City of Hamilton Mayor and Clerk be authorized to execute the above-mentioned lease agreement.

2.3 July Meeting

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to the July meeting of the Information Systems Committee.

It was moved by Councillor Napper, seconded by Councillor Sloat and carried that the Committee approve the following recommendation:

That the July meeting of the Information Systems Committee be cancelled and the next meeting be held as scheduled for Thursday, 1990 August 23.

2.4 Report to the City of Hamilton Finance and Administration Committee Regarding the Property/Taxation Projection (Information)

The Committee was in receipt of a report to be considered by the City of Hamilton's Finance and Administration Committee on 1990 June 21 regarding the Property/Taxation Project and received for their information, the aforementioned report.

In reviewing the report, it was moved by Alderman Copps and seconded by Councillor Sloat and carried:

That Councillor Napper be appointed as the representative of the Information Systems Committee to the Property/Taxation Sub-Committee.

2 **2.5 Overview by Director of Information Systems Regarding Computer Networking Strategy and Status of Networking Study**

The Committee received a presentation from the Director of Information Systems regarding Computer Networking strategy and the status of Networking study.

Mr. Hindson discussed how computers relate to each other and share information and that the goal is to have everything working together. Mr. Hindson presented a number of examples of Systems working together and emphasized why it is important as it allows us to share resources, information and have longer low-term costs.

Mr. Hindson went on to discuss what a network has to do and networking alternatives. Mr. Hindson discussed the international standards and the status of current network standards.

3. **Other Business**

~~Under other business, the Committee discussed the remote access by Council Members and the items that had been referred back from both Regional and City Council. Mr. Hindson indicated that he is doing a complete cost-benefit review and will be bringing this report back along with the referred item to the Committee at a later date.~~

The Committee discussed the future possibility of a fully electronic agenda of the Information Systems Committee.

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE

L. Dale, Acting Secretary
1990 June 21

Typed by M. J. Walton

2.7

- INFORMATION -

DATE: 1990 October 15

REPORT TO: Ms. L. Dale, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Electronic Mail - Cost/Benefit Review (I/S 90-131)

BACKGROUND:

At the 1990 June 21st meeting of the Information Systems Committee, the Committee discussed the referral from Region and City Council of the proposed Electronic Mail access for Councillors and senior staff for a cost-benefit review.

There is not a large body of knowledge about the cost-benefits of EMail (Electronic Mail) systems. This is due in large part to the number of variables or assumptions that have to be applied and the inability to separate EMail from other "Office Automation" productivity advantages.

Several reports have concluded that Office Automation, in general, can result in the following productivity improvements (as quoted from the Woods Gordon Study):

Secretarial Staff	22% to 31%
Professional Staff	13% to 20%
Management	6% to 12%

When productivity increases are multiplied by salaries, (management productivity increase is lower, but salaries are higher) Office Automation can deliver equivalent value for money at all levels in an organization.

For the purposes of a review of the current use of the EMail system, a cost model was developed based on typical document preparation times, current EMail volumes and paper consumption and associated environmental impacts. The cost model can be adjusted for value of time, (salary or equivalent) preparation time and paper consumption. The model does not take into account other advantages in terms of calendaring, resolution of appointment conflicts and other features that are available as part of the EMail system.

Attached are the results of the application of the costing model for Email under the assumptions indicated.

- 1) Page 1 indicates the costs associated with Conventional (paper-based) internal memos or letters.
- 2) Page 2 indicates the costs associated with Electronic Mail, internal memos or letters.
- 3) Page 3 is a summary of the cost, response times and paper consumption advantages or disadvantages between conventional and electronic communications.

The variables present in Hamilton and Hamilton-Wentworth are:

- * About 120,000 memos and messages are sent using the internal EMail system (PROFS) each year.
- * Employee benefits represent about 15% of employee salaries for inside workers so an employee earning \$30,000 per year has a "value" cost of \$34,500 per year.
- * If half the memos sent via EMail were sent via hard copy, it would take about 42 trees to produce the paper required.

The conclusions reached by the application of the model were:

- 1) The current EMail system is cheaper than paper when the sender/receiver has an average salary and benefits (or value of time) of about \$25,000 per year.
- 2) As the number of EMail users or messages increases, the break-point would lower as the incremental costs are less for each additional user.
- 3) EMail significantly reduces turnaround time. It is possible to receive written text responses within minutes of the request.
- 4) EMail may reduce the impact on the environment by as much as 31 trees per year.

In terms of using a cost-benefit basis as the only basis or criterion for justification of remote access for Councillors and staff, the factors which should be taken into account are:

- 1) Remote users only "marginally" add to costs. If the EMail system is justified based on business use, the additional costs are marginal (as low as \$45 per month). This could be justified by about 5 or more electronic two-way communications per month.
- 2) Council's wishes with the respect to providing or not providing other Office Automation tools for use by Councillors.
- 3) Any guidelines or expenditure criteria that Council may wish to apply.

I would suggest that consideration be given to establishing either monetary or frequency of use guidelines for Council members wishing to use this type of technology to serve their constituents.

COST MODEL FOR CONVENTIONAL MESSAGES (MEMOS or LETTERS)

Annual "value of time" [1]	\$20,000	\$30,000	\$40,000	\$50,000 per year
Available hours per year [2]	1,596	1,596	1,596	1,596 available hours
SOURCE value per hour	\$12.53	\$18.80	\$25.06	\$31.33 value per hour
per minute	\$0.21	\$0.31	\$0.42	\$0.52
Memo/Letter Request/Reply (minutes)				
Memo/Letter composition	5	5	5	5
Letter/memo preparation	5	5	5	5 includes envelopes etc
Copy/filing	3	3	3	3
Receive in Department	1	1	1	1 Receipt log and distribution
Memo reply composition	10	10	10	10
Letter/memo preparation	10	10	10	10 varies if draft version
Copy/filing	3	3	3	3
Receive return reply	1	1	1	1

Total Time (minutes)	38	38	38	38
Total "Cost"	\$7.94	\$11.90	\$15.87	\$19.84
Total paper copies (low)	4	4	4	4
Total paper copies (high)	8	8	8	8
Elapsed time hours (low)	24	24	24	24
Elapsed time hours (high)	96	96	96	96
Annual memos/year (low) [3]	44,980	44,980	44,980	44,980
Annual memos/year (high) [3]	61,620	61,620	61,620	61,620
Annual "Cost" (low)	356,984	535,476	713,968	892,460
Annual "Cost" (high)	489,048	733,571	978,095	1,222,619
Paper sheets used (low)	179,920	179,920	179,920	179,920
Paper sheets used (high)	492,960	492,960	492,960	492,960
Equivalent Trees (low)	15	15	15	15
Equivalent Trees (high)	42	42	42	42

[1] Annual Value of time or salary

[2] Allowances for Holidays, vacation, etc

[3] Based on PROFS mail volume, reduced 50% for phone-equivalent messages

1,730 messages per week in July

2,370 messages per week in June

COST MODEL FOR ELECTRONIC MESSAGES (MEMOS or LETTERS)

Annual "value of time" [1]	\$20,000	\$30,000	\$40,000	\$50,000
Available hours per year [2]	1,596	1,596	1,596	1,596
SOURCE value per hour	\$12.53	\$18.80	\$25.06	\$31.33
per minute	\$0.21	\$0.31	\$0.42	\$0.52
Memo/Letter Request/Reply (minutes)				
Memo composition	3	3	3	3
Letter/memo preparation	0	0	0	0 done at same time as composition
Copy/filing	0	0	0	0 negligible, done electronically
Receive in Department	0	0	0	0 electronic
Memo reply composition	5	5	5	5 return messages less formal, shorter
Letter/memo preparation	0	0	0	0 done at same time as composition
Copy/filing	0	0	0	0 negligible, done electronically
Receive reply	0	0	0	0 electronic

Total Time	8	8	8	8
Total "Cost"	\$1.67	\$2.51	\$3.34	\$4.18
Total paper copies (low)	0	0	0	0
Total paper copies (high)	2	2	2	2 if hard copy printed and kept
Elapsed time hours (low)	0.08	0.08	0.08	0.08
Elapsed time hours (high)	24.00	24.00	24.00	24.00
Annual memos/year (low) [3]	44,980	44,980	44,980	44,980
Annual memos/year (high) [3]	61,620	61,620	61,620	61,620
Annual "Cost" (low)	75,155	112,732	150,309	187,886
Annual "Cost" (high)	102,957	154,436	205,915	257,393
Email System costs [4]	436,730	436,730	436,730	436,730
Total Annual "Cost" (low)	511,885	549,462	587,039	624,616
Total Annual "Cost" (high)	539,687	591,166	642,645	694,123
Paper sheets used (low)	0	0	0	0
Paper sheets used (high)	123,240	123,240	123,240	123,240
Equivalent Trees (low)	0	0	0	0
Equivalent Trees (high)	10	10	10	10

[1] Annual Value of time or salary

[2] Allowances for Holidays, vacation, etc

[3] Based on PROFS mail volume, reduced 50% for phone-equivalent messages

1,730 messages per week in July

2,370 messages per week in June

[4] Includes CPU, Communications, terminals, software, maintenance

based on 250 EMail Users (current number of PROFS users)

assumes persons not already connected for other systems

SUMMARY OF CONVENTIONAL VS ELECTRONIC MESSAGING COSTS/IMPACTS

SUMMARY OF COSTS

CONVENTIONAL

Annual "Cost" (low)	356,984	535,476	713,968	892,460
Annual "Cost" (high)	489,048	733,571	978,095	1,222,619

ELECTRONIC

Total Annual "Cost" (low)	511,885	549,462	587,039	624,616
Total Annual "Cost" (high)	539,687	591,166	642,645	694,123

Total Cost Difference (low)	(154,900)	(13,986)	126,929	267,844
Total Cost Difference (high)	(50,640)	142,405	335,450	528,496

** EMAIL CHEAPER WHEN AVERAGE SENDER/RECEIVER SALARY AND BENEFITS APPROACHES \$ 25,000 PER YEAR

TIME

Time reduction - hours (low)	24	24	24	24
Time reduction - hours (high)	72	72	72	72

** EMAIL SIGNIFICANTLY REDUCES TURN-AROUND TIME

ENVIRONMENT

Equivalent Trees saved (low)	15	15	15	15
Equivalent Trees saved (high)	31	31	31	31

** EMAIL REDUCES IMPACT ON THE ENVIRONMENT

2.8

- INFORMATION -

DATE: 1990 October 18

REPORT TO: Mrs. Lynn Dale, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Telephone Communication Systems - Transfer to Information Systems
from Regional Engineering. (I/S 90-130)

BACKGROUND:

The Engineering Department currently has responsibility for the coordination of the telephone system for the Region of Hamilton-Wentworth and the City of Hamilton.

Communication systems of the future will enable information to travel via voice (telephone) and data (communications) networks. The provision of these types of services by sharing communication lines, cables and facilities can be accomplished at lower cost than totally separate facilities for voice and data. There are currently opportunities to share telephone conduits and other facilities within the Region and the City buildings.

Currently the Engineering Department is responsible for the telephone systems and the Information Systems Department is responsible for data communications.

Having a single Department responsible for both voice and data would ensure that the Region and City will be able to take maximum advantage of long term cost-savings that may be achieved by combining voice and data facilities. There are also opportunities to coordinate telephone line installations or changes with similar requirements for data line installations and changes.

As Information Systems is responsible for data communications and has telecommunications expertise, it is recommended that the telephone coordination responsibilities be moved to Information Systems.

The Engineering Department has agreed to this concept and a joint report will be going to the Engineering Services Committee recommending that responsibility for the Telephone system be transferred to Information Systems.

2.9

- INFORMATION -

DATE: 1990 October 18

REPORT TO: Ms. L. Dale, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: November 12th By-election
Computer room security (I/S 90-128)

BACKGROUND:

The computer facility will again be used to count and summarize the municipal election results for the upcoming by-election on November 12th.

Considerable preparations are made for any election including setup and testing of the summary programs, preparation of equipment and back-up equipment and extra security arrangements.

Listed below, for the information of the Committee, is a list of the only persons that will be permitted to access the computer areas during election night. These persons will be issued security badges that will be only valid on election night.

COMPUTER ROOM	DATA CENTRE	SYSTEMS AREA
M. Goldsmith	L. Sage	G. Cuddy
R. Hampson	K. Avery	A. Benson
A. Hardy	J. Hindson	R. Hrynnyk
R. McInnis	J. Schatz	
R. Stone	L. Dale	
L. Kurluk	L. Finelli	
	J. Wigmore	
	G. Mazzetti	
	S. Hollowell	
	R. Cole	

P.2

- INFORMATION -

1975 October 10
 Mr. J. G. H. Jones
 Director of Information Systems
 12000 120th Avenue
 Suite 100
 Minneapolis, MN 55426
 Telephone: (612) 338-1234
 Fax: (612) 338-1235

RE: PROJECT 100

The purpose of this report is to provide a summary of the project and to provide a detailed description of the project's progress to date.

The project is currently in the planning stage and the following information is being provided for your information:

I am pleased to see the progress of the project and the fact that the project is being completed on schedule. The project will be completed by the end of the year.

SYSTEMS AREA	DATA CENTER	COMPUTER ROOM
G. Jones	J. Jones	J. Jones
A. Jones	A. Jones	A. Jones
B. Jones	B. Jones	B. Jones
	C. Jones	C. Jones
	D. Jones	D. Jones
	E. Jones	E. Jones
	F. Jones	F. Jones
	G. Jones	G. Jones
	H. Jones	H. Jones
	I. Jones	I. Jones

2.10

CITY OF HAMILTON

- INFORMATION -

DATE: 1990 October 10

REPORT TO: Chairman and Members
Information Systems Committee

FROM: Mrs. Lynn Dale, Secretary
Information Systems Committee

SUBJECT: RESCHEDULING OF MEETINGS

BACKGROUND:

The Information Systems Committee at its meeting held 1990 August 23, requested an alternate meeting date. Following a review of the schedules of the Chairman and Members, it was determined that the most suitable date is the Monday immediately prior to the last Regional Council meeting of the month, at 10:30 o'clock a.m. All members of the Committee were contacted and concurred with the new date.

For November, the meeting will be rescheduled to Monday, 1990 November 19 at 10:30 o'clock a.m. No meeting has been scheduled for December. A complete list of meeting dates for 1991 will be available in the near future.

Lynn Dale

2.10

CITY OF HALLOWTON
- INFORMATION -

CALONHILL ID
0435

1990/1991

Chairman and Members
Information Systems Committee

1990/1991

For 1990/1991
Information Systems Committee

FROM:

MEMORANDUM OF DECISION

SUBJECT:

BACKGROUND:

The Information Systems Committee at its meeting held 19th August 1990 agreed to
submit a report to the Council. Following a review of the activities of the Committee and
its members it was determined that the most suitable date for the next meeting should be
in the last week of October. The meeting of the month of 19th October was the most
suitable date and was agreed with the Council.

For information the meeting will be held on Monday, 19th October 1990 at 7.30
p.m. The meeting will be held in the Council Chamber. A decision has been
made for 1991 will be decided in the next future.

[Handwritten signature]



2d floor
CITY HALL
HAMILTON, ONTARIO
L8N 3T4

TEL: 546-2700
FAX: 546-2095

K.E. AVERY
CITY CLERK
J. SCHATZ
DEPUTY CITY CLERK

THE CORPORATION OF THE CITY OF HAMILTON
OFFICE OF THE CITY CLERK

CAYON HBLIIO
A35
URBAN/MUNICIPAL
1990

~~1990 November 15~~

NOTICE OF MEETING

URBAN MUNICIPAL

NOV 23 1990

INFORMATION SYSTEMS COMMITTEE

GOVERNMENT DOCUMENTS

Monday, 1990 November 19
10:30 o'clock a.m.
15th Floor Committee Room
Regional Offices


Lynn Dale, Secretary
Information Systems Committee

A G E N D A:

1. GENERAL

(a) Declaration of Interest

Re: Municipal Conflict of Interest Act

(b) Minutes of the Information Systems Committee Meeting
held 1990 October 22

Recommendation:

Be Received and Adopted as Presented

(c) Errors or Omissions

(d) Business Arising Out of Minutes

2. NEW BUSINESS

- 2.1 STORYBOARD Presentation Re: 1990-91 Systems
- 2.2 Payment of 1991 DBS (Dunn and Bradstreet Software)
- 2.3 Supplier of Recycled Printer Cartridges
- 2.4 Computer Software Licence Agreement WATBAK Software
- 2.5 Electronic Mail - Cost/Benefit Review

3. NOTICES RE: MOTIONS

4. OTHER BUSINESS

5. QUESTIONS OF THE DAY/ANNOUNCEMENTS

6. ADJOURNMENT.

1(b)

Thursday, 1990 October 22
10:30 o'clock a.m.
15th Floor, Chairman's Lounge
Regional Offices

The Information Systems Committee met.

Present: Chairman (Alderman) J. Gallagher
Councillor A. Sloat
Alderman G. Copps
Alderman M. Kiss

Absent with Regrets: Councillor S. Napper, Vice Chairman (Another Commitment)

Also Present: Mr. L. Sage, City Chief Administrative Officer
Mr. J. Hindson, Director of Information Systems
Mr. S. Cowell, Systems Planner
Mrs. L. Dale, Secretary

1. **DECLARATION OF INTEREST**

- (a) The Committee Members were asked to declare any conflict of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no declaration of conflict of interest were made.

1. **MINUTES**

- (b) The Committee was in receipt of the minutes of the Information Systems Committee Meeting held 1990 August 23 and approved the recommendation that the minutes be received and adopted as presented.

2. **ITEMS OF BUSINESS**

2.1 **PRESENTATION RE: DISASTER RECOVERY STUDY - STATUS**

Mr. Steve Cowell, Manager of Systems Planning appeared before the Committee to highlight the Computer Disaster Recovery Study and provide a progress report. Mr. Cowell went on to indicate the purpose of this study, the progress that has occurred to date, the potential recovery options, the development of procedures and the maintaining of the recovery plan. Mr. Cowell distributed a copy of the final critical application list for the Members Information.

2.2 **PROGRESS REPORT FOR DISASTER RECOVERY PLAN**

The Committee discussed the fact that the City must ensure that the City and Regional Departments could continue to operate should a disaster occur. The Committee thanked Mr. Cowell for his report and agreed to receive the presentation and the report dated 1990 October 15 from the Director of Information Systems for their Information.

2.3 COMPUTER SECURITY AND PROTECTION

The Committee was in receipt of a report dated 1990 October 18 from the Director of Information Systems. Mr. Hindson provided additional background Information on the proposed study, advising the Committee that the opportunity to relocate is available in December 1991. The Committee discussed the importance of security and that the study should be reviewing a permanent facility one which the City owns. It was moved by Alderman Kiss seconded by Alderman Copps and carried:

- (a) That the Director of Information Systems prepare a report outlining the options and feasibility of moving the mainframe computer facility out of the City Hall basement.
- (b) That the report include location options, operational and cost impacts and optional timing schedule.

The Committee requested this information be forwarded to Council for their information.

2.4 AUTHORIZED COPIES OF SOFTWARE LICENCES - WORD PERFECT CORPORATION SCHOOL SOFTWARE DONATION PROGRAM

The Committee was in receipt of a report dated 1990 October 18 from the Director of Information Systems. The Committee requested that the recommendation be amended to include all three School Boards. Discussion ensued with respect to Section (b) of the recommendation and the adoption of Westmount Secondary School in the donation program. Following discussion it was moved by Alderman Copps seconded by Alderman Kiss and carried:

- (a) That authorized copies of WordPerfect wordprocessing software be made available to the Hamilton Public, Hamilton-Wentworth Public and Hamilton-Wentworth Separate School Boards in accordance with the terms and conditions of the WordPerfect Corporation Software Donation Program.
- (b) That Section (b) of the Report from the Director of Information Systems dated 1990 October 18 be tabled and that additional information be provided regarding the specific adoption of schools in the donation program.

2.5 RE-APPOINTMENT OF PERMANENT SECRETARY

The Committee was in receipt of a report dated 1990 September 10 from the Chairman and approved the following recommendation:

That Section 1 (a) of the FIRST Report of the Information Systems Committee for 1989 be amended by deleting "John Thompson, Legislative Assistant, City Clerk's Department" and substituting in lieu thereof "Mrs. Lynn Dale, Legislative Assistant, City Clerk's Department" as permanent Secretary of the Information Systems Committee.

2.6 **REMOTE ACCESS AND ELECTRONIC MAIL**
2.7

The Committee was in receipt of correspondence dated 1990 October 12 from Alderman B. Hinkley concerning Remote Access and Electronic Mail System. The Committee was in also in receipt of an Information Report dated 1990 October 15 from the Director of Information Systems concerning Remote Access and Electronic Mail. The Committee agreed to table the report and the correspondence from Alderman Hinkley and that Alderman Hinkley be invited to the next meeting to discuss the matter in further detail.

2.8 **TELEPHONE COMMUNICATION SYSTEMS - TRANSFER TO INFORMATION SYSTEMS FROM REGIONAL ENGINEERING**

The Committee received for their information a report dated 1990 October 18 from Mr. J. Hindson concerning Telephone Communication Systems - Transfer to Information Systems from Regional Engineering.

2.9 **NOVEMBER 12 BY-ELECTION**

The Committee received for their information a report dated 1990 October 18 from the Director of Information Systems concerning the November 12 By-Election and the Computer Room Security.

2.10 **RESCHEDULING OF MEETINGS**

The Committee received for their information a report dated 1990 October 10 from the Secretary of Information Systems concerning the rescheduling of meetings.

There being no further business the meeting was adjourned.

TAKEN AS READ AND APPROVED,

Lynn Dale
Secretary

**ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE**

THE EFFECTS OF THE 1997 AMERICAN CRIMINAL JUSTICE REFORMS

The American criminal justice system has undergone a series of reforms in the past few decades. The 1997 American Criminal Justice Reforms, which were implemented by the American Bar Association, have had a significant impact on the system. This paper will discuss the effects of these reforms on the criminal justice system, focusing on the areas of law enforcement, the judiciary, and the corrections system.

The reforms have had a significant impact on the criminal justice system. In the area of law enforcement, the reforms have led to a more professional and efficient police force. In the area of the judiciary, the reforms have led to a more efficient and cost-effective court system. In the area of the corrections system, the reforms have led to a more humane and effective system of punishment.

The reforms have also had a significant impact on the criminal justice system. In the area of law enforcement, the reforms have led to a more professional and efficient police force. In the area of the judiciary, the reforms have led to a more efficient and cost-effective court system. In the area of the corrections system, the reforms have led to a more humane and effective system of punishment.

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2.2

- RECOMMENDATION -

DATE: 1990 November 4

REPORT TO: Ms. L. Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

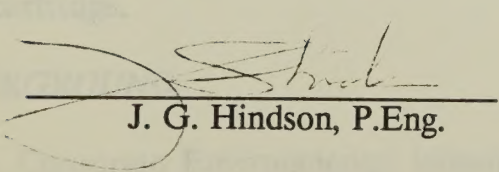
SUBJECT: Payment of 1991 DBS (Dunn and Bradstreet Software)
Invoice (I/S 90-132)

RECOMMENDATION:

- a) The 1991 invoice for \$107,800 from Dunn and Bradstreet Software (formerly Management Science America) be authorized for payment from Account CH 5609X-26021 (User Software).

NOTE: This invoice represents the 1991 maintenance charges for the DBS software for the Human Resources, Payroll/Personnel and Financial Systems for the Region of Hamilton-Wentworth and the City of Hamilton.

Payment by January 1991 will save at least \$8,600 as the higher 1991 rate would apply after January 1991. A further saving of \$9,310 may be realized if the GST applies and no municipal GST rebate is allowed.


J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Payment of invoice by January 17 will save at least \$8,600 vs payment after the January 17 1991 prices take effect.

BACKGROUND:

The Region and the City of Hamilton currently utilize computer software from DBS (Dunn and Bradstreet Software, formerly MSA) for their Human Resources, Payroll/Personnel and Financial Information systems.

Under the terms of the DBS Agreement, each licensee of their products pays an annual maintenance fee for the software. The software maintenance fees entitle each user to software enhancements and upgrades at no cost, software problem bulletins and, in particular, provides for 24 hour support for the software to assist with any difficulties or problems encountered.

In 1991, the maintenance invoice for the DBS software modules in use is \$107,800. However, if the invoice is paid before January 17, 1991 the 1991 price increase (approximately \$8,600) can be avoided.

It is unknown at this time whether the GST will also apply, however, if the GST was payable and no municipal refund was allowed, there would be an additional cost of \$9,310 effective 1991 January 1.

2.3

- RECOMMENDATION -

DATE: 1990 November 15

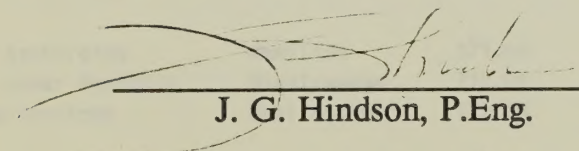
REPORT TO: Ms. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Supplier for Recycled Printer Cartridges (I/S 90-135)

RECOMMENDATION:

- a) That recycled and recharged laser printer cartridges be acquired from HIGHTech Recharging of Hamilton, at the cost of \$79 per unit, as the lowest of three quotations received.
- b) That the funding be provided from City of Hamilton Account series CH 56001 and Regional Department Account series RH 530XX (Office Supplies).



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

Recycling printer cartridges has environmental advantages and also saves approximately \$37 per cartridge.

BACKGROUND:

As a Corporate Environmental initiative, as well as a cost saving program, it has been determined that workstation laser printer cartridges that contain toner inks can be recycled, recharged and reused.

Quotations were requested from potential suppliers in accordance with specifications issued by the Manager of Purchasing. Eleven proposals were issued and three proposals were subsequently received.

The Proposals were subsequently reviewed and are presented in the attached table. It is recommended that the recycled cartridges be acquired from HIGHTech Recharging of Hamilton as the lowest quotation received based on Canadian Content Price.

There is an optional initial charge of \$40 per cartridge to replace the cartridge drum. After replacement of the drum, the cartridge is 100% guaranteed for eight recharges. Based on these eight recharges, and taking into account the initial charge, HIGHTech is still the lowest cost (see attached spreadsheet).

INFORMATION SYSTEMS

14-Nov-90

Recycled Laser Printer Cartridges

Canadian Government Specifications Board - Type II
for Hewlett Packard Laserjet series printers

Note: GST extra

Supplier	Location	Price each	Canadian Content Price
Hightech Recharging	Hamilton	79.95 [1]	70.96 <--- RECOMMENDED
Canadian Laser Products	Mississauga	89.00	89.00 not to specification
Laserwise Services	Burlington	109.00	106.06

[1] optional \$40 initial charge
for guaranteed 8 recharges
includes pick up and delivery

Cost of Eight Recharges:

Hightech Recharging	Hamilton	679.60
Canadian Laser Products	Mississauga	712.00
Laserwise Services	Burlington	872.00

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, for the year ending December 31, 1964.

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The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, for the year ending December 31, 1964.

Section	Range	Township	County	State
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, for the year ending December 31, 1964.

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31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

2.4

- RECOMMENDATION -

DATE: 1990 November 14

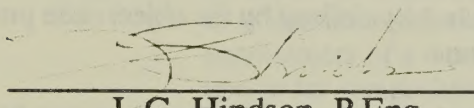
REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Computer Software Licence Agreement
WATBAK Software (I/S 90-133)

RECOMMENDATION:

- a) That the Agreement attached herewith and marked Appendix "A" be approved and executed by the appropriate officials for the Region of Hamilton-Wentworth.



J. G. Hindson, P.Eng.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The agreement has been reviewed by Legal Services and is satisfactory to their requirements.

BACKGROUND:

The Human Resources Department Occupational Health Division has located a source of computer software that can be used to objectively analyze the effects of lifting forces related to employee tasks and assist with the assessments of specific tasks as being "safe" or "unsafe". This software runs on any standard microcomputer and costs \$ 1,000.

The Human Resources Department has identified this software as a useful means of measuring the effects of lifting tasks and helping to reduce employee injuries and lost time.

In order to acquire the software, a licensing agreement (copy attached) is required with the software developer (University of Waterloo). Legal Services has reviewed, and is satisfied with the licence agreement.

c.c. Mr. Rand Roszell, Acting Commissioner, Legal Services
Mr. John Johnston, Commissioner of Human Resources

UNIVERSITY OF WATERLOO

WATBAK LICENSE AGREEMENT

BETWEEN: *UNIVERSITY OF WATERLOO*, a University incorporated by special act of Legislature of the Province of Ontario having its head office at the City of Waterloo, in the Regional Municipality of Waterloo,
herein called "LICENSOR"

AND: *THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH*,

herein called "LICENSEE"

IN CONSIDERATION of the general covenants and agreements herein contained, the Licensor doth hereby grant to the Licensee a non-exclusive paid-up license to use the WATBAK System or Program (hereinafter called "the Program"), produced by the Licensor, this licence to be subject to the terms and conditions hereinafter set out:

1. The Licensee shall pay to Licensor a licence fee of One Thousand Dollars (\$1000.00), within thirty days of receipt of the Program by the Licensee.
2. Licensor and the Licensee agree that the Program is fully defined by the object code provided to the Licensee, and the accompanying documentation.
3. The Program shall be used by the Licensee only at the location and on the computers hereinafter referred to:

A. Computer Models FUJIKAMA TURBO 286

B. C.P.U. Serial Numbers GR87700K325-D

C. Installation Location Human Resources Centre
Regional Municipality of Hamilton-Wentworth
25 Main Street West - 15th Floor

In the context of this paragraph, use shall mean the copying of any portion of the instructions or data in the Program, and/or any material associated therewith from storage units or media into the CPU's or other processing units referred to above for processing.

4. Licensor shall provide maintenance of the Program at such time or times, and for such period of time as Licensor in its absolute discretion shall deem necessary and advisable.
5. The Licensee shall not acquire title to the Program or any of the materials associated therewith. Title to the Program remains in the Crown.
6. The Licensee shall keep secret and confidential the Program and all technical information, data or materials relating to the Program.
7. The Licensee shall not assign, sublet or transfer the within license.

8. Licensor makes no representation with respect to the adequacy of the Program for any particular purpose or with respect to its adequacy to produce any particular result. Licensor shall not be liable for loss or damage arising out of this Agreement or the use of the Program by the Licensee. In no event shall Licensor be liable for special, direct, indirect or consequential damage, loss, costs or fees or expenses of any nature or kind.
9. Upon the happening of any of the following events, there shall be deemed to be a breach of the terms of the within Agreement and without intending to waive, remove, limit or restrict any legal or equitable right and remedy otherwise available to Licensor, attendant upon such breach Licensor shall have the right and option to terminate the within Agreement and upon the written request of the Licensor, the Licensee shall return the Program and all material used in connection therewith belonging to Licensor within ten (10) days of receipt of the written request of Licensor, terminating the Agreement:
 - A. failure of the Licensee to pay all or any part of the licence fee referred to in paragraph 1 hereof;
 - B. violation of or failure of the Licensee to perform any of the other covenants or agreements herein contained;
 - C. the Licensee becoming insolvent, or making an assignment for the benefit of creditors, or if a petition in bankruptcy is filed by or against the Licensee, or proceedings for the appointment of a receiver for the Licensee are filed or if proceedings for a reorganization or for composition with creditors be instituted by or against the Licensee, or if real or personal property of the Licensee shall be sold or levied under a Writ of Execution.

The parties hereto agree that Licensor would have no adequate remedy at law upon the Licensee's threatened or actual violation of its obligations under the terms of this Agreement and accordingly the parties hereto agree that Licensor may apply to a Court of competent jurisdiction for an injunction restraining any such threatened or actual violation, reserving unto the Licensee the right to receive notice of such application, the right to appear on the return date of such application and the right to make representation with respect to the Licensee's alleged breach.

Licensor shall under no circumstances be under any obligation to refund to the Licensee any amount paid by the Licensee by way of licensing fees upon the happening of any of the events hereinbefore referred to.

10. If, within ninety (90) days after the receipt by the Licensee of the said Program, the Licensee establishes that the Program, because of its content, has not been beneficial to the Licensee, the Licensee may, by returning to the Licensor the Program and any materials associated therewith, elect to terminate this Agreement and in such event the Licensor shall return to the Licensee the licence fee paid to the Licensor.
11. Licensor hereby warrants and covenants that it is a licensed distributor of the Program herein licensed and has the right to enter into this Agreement.
12. The Licensee agrees to indemnify the Licensor, its successors and assigns, against any and all loss, cost, charge, claim, demand, fee, damage or expense of every nature or kind which may at any time hereafter be sustained by the Licensor by reason of or in consequence of having executed or performed all or any part of this Contract.

13. This Agreement and any questions concerning its validity, construction or performance shall be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties have executed this Agreement by the hands of their duly authorized officers in that behalf.

UNIVERSITY OF WATERLOO:

.....

.....

THE REGIONAL MUNICIPALITY OF
HAMILTON-WENTWORTH:

.....

.....

date:

.....

2.5

- RECOMMENDATION -

DATE: 1990 November 14

REPORT TO: Mrs. Lynn Dale, Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Electronic Mail - Cost/Benefit Review (I/S 90-134)

RECOMMENDATION:

For consideration by the Committee. A presentation of options will be made at the Committee meeting.

FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

BACKGROUND:

At the last meeting of the Information Systems Committee the Committee passed a resolution that Items 2.6 and 2.7 be tabled for their discussion and that an invitation be extended to Alderman Hinkley to attend the next meeting and discuss these reports in further detail.

The Secretary of the Information Systems Committee has received correspondence from Alderman Hinkley dated 1990 November 5th (copy attached), in which it is requested that two items be addressed by the Committee.

Attached, for the Committee's Information, is a reprint of the October report and related correspondence.

The advisability and feasibility of using Electronic Mail, wordprocessors or other communications equipment varies with the individual benefits and preferences that may be associated with their use. As needs and requirements vary, it is unlikely that all Councillors or Aldermen would choose to use this type of equipment.

NOV 0 6 1990



CITY COUNCIL

Brian Hinkley Alderman Ward Three

71 Main Street West
Hamilton, Ontario
L8N 3T4

Tel: (416) 546-2730
Res: (416) 572-7500

November 5, 1990.

Mrs. Lynn Dale,
Acting Secretary,
Information Systems Committee,
The Corporation of the City of Hamilton,
City Hall,
71 Main Street West,
Hamilton, Ontario.
L8N 3T4.

Dear Mrs. Dale:

With reference to your letter of October 29th respecting the City/Home Computer System in Alderman Gallagher's residence and the cost benefits to extending such services to all members of City and Regional Council, unfortunately, I will be away during the next meeting of the Information Systems Committee. I do believe it is not necessary for my attendance.

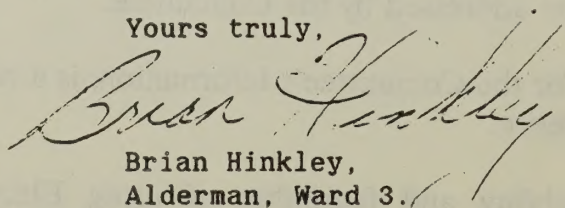
I am requesting two matters to be addressed by the Committee:

- #1. A report on the cost benefits of the 1987 three-month pilot project that was undertaken with Alderman Gallagher.
- #2. The prospects of extending the same kind of services to be made available to all members of Council and a cost to be attached to such extension of services.

Should the Committee determine that the pilot project was a success and that the same kind of services be extended to all members of Council, I would appreciate that the Systems Committee make a formal recommendation to the respective Councils so that the matter has been formally approved by Council, should any member wish to avail themselves of such services.

Your co-operation and assistance is very much appreciated.

Yours truly,


Brian Hinkley,
Alderman, Ward 3.

BH:dd
Encl.

c.c. All Members of the Information Systems Committee;
Mr. J. Hindson, Director of Information Systems;
Mr. W. M. 'Mac' Carson, C.A.O., Regional Municipality of
Hamilton-Wentworth;
Mr. Lou Sage, C.A.O., Corporation of the City of Hamilton.

Finance & Administration
Committee
-Chairman

Keep Hamilton
Clean Committee
-Chairman

Seniors Centre
Feasibility Study
-Chairman

Harbour Task
Force
-Chairman

Handbill
Sub-Committee
-Chairman

Hamilton Municipal
Retirement Fund
-Chairman

Hamilton Seniors
Council
-Liaison

Parks & Recreation
Committee
-Member

Hamilton Non-Profit
Housing
-Member

Regional Engineering
Committee
-Member

Regional Economic
& Planning Committee
-Member

Chairman's Environmental
Advisory Committee
-Member

Hamilton-Wentworth
Children's Aid Society
-Member



Recycled Paper

001 5 0 1990

CORPORATION OF THE CITY OF HAMILTON

MEMORANDUM

TO: Alderman B. Hinkley

YOUR FILE:

FROM: Mrs. Lynn Dale, Acting Secretary
Information Systems Committee

OUR FILE:
PHONE: 546-2728

SUBJECT: ELECTRONIC MAIL & REMOTE ACCESS DATE: 1990 October 29

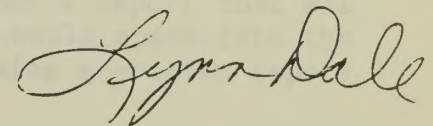
This refers to your letter of 1990 October 12 concerning the above which was presented along with the attached report from the Director of Information Systems, to the Information Systems Committee at their meeting held 1990 October 22, as Items 2.6 and 2.7 respectively.

Please be advised that the Information Systems Committee approved the following recommendation:

"That Items 2.6 and 2.7 be tabled for further discussion and that an invitation be extended to Alderman B. Hinkley to attend the next meeting to discuss these reports in further detail".

The next meeting of the Information Systems Committee is scheduled for Monday 1990 November 19 at 10:30 o'clock a.m. It would be appreciated if you could confirm whether you will be attending the above meeting.

In the interim, if you have any questions, please contact me.



Attach.

cc: Alderman J. Gallagher, Chairman
Information Systems Committee

Mr. J. Hindson
Director of Information Systems

COOPERATION OF THE CITY OF BIRMINGHAM

MEMORANDUM FOR THE INFORMATION OF THE INFORMATION SYSTEMS COMMITTEE

DATE: 10/1/71

TO: INFORMATION SYSTEMS COMMITTEE

FROM: ALFRED E. HENNING

SUBJECT: ELECTRONIC MAIL & REMOTE ACCESS DATA

1. The purpose of this memorandum is to inform the Information Systems Committee of the progress of the project to develop an electronic mail and remote access data system for the City of Birmingham.

2. The project is being conducted by the City of Birmingham Office of Information Systems.

3. The project is currently in the planning stage.

4. The project is expected to be completed by the end of the year.

5. The project is being funded by the City of Birmingham Office of Information Systems.

6. The project is being conducted in accordance with the City of Birmingham Office of Information Systems policy.

7. The project is being conducted in accordance with the City of Birmingham Office of Information Systems procedure.

8. The project is being conducted in accordance with the City of Birmingham Office of Information Systems standard.

9. The project is being conducted in accordance with the City of Birmingham Office of Information Systems guideline.

10. The project is being conducted in accordance with the City of Birmingham Office of Information Systems rule.

11. The project is being conducted in accordance with the City of Birmingham Office of Information Systems regulation.

12. The project is being conducted in accordance with the City of Birmingham Office of Information Systems law.

13. The project is being conducted in accordance with the City of Birmingham Office of Information Systems ordinance.

14. The project is being conducted in accordance with the City of Birmingham Office of Information Systems resolution.

15. The project is being conducted in accordance with the City of Birmingham Office of Information Systems motion.

16. The project is being conducted in accordance with the City of Birmingham Office of Information Systems veto.

17. The project is being conducted in accordance with the City of Birmingham Office of Information Systems referendum.

18. The project is being conducted in accordance with the City of Birmingham Office of Information Systems initiative.

19. The project is being conducted in accordance with the City of Birmingham Office of Information Systems recall.

20. The project is being conducted in accordance with the City of Birmingham Office of Information Systems referendum.

21. The project is being conducted in accordance with the City of Birmingham Office of Information Systems initiative.

22. The project is being conducted in accordance with the City of Birmingham Office of Information Systems recall.

23. The project is being conducted in accordance with the City of Birmingham Office of Information Systems referendum.

24. The project is being conducted in accordance with the City of Birmingham Office of Information Systems initiative.

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26. The project is being conducted in accordance with the City of Birmingham Office of Information Systems referendum.

27. The project is being conducted in accordance with the City of Birmingham Office of Information Systems initiative.

28. The project is being conducted in accordance with the City of Birmingham Office of Information Systems recall.

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36. The project is being conducted in accordance with the City of Birmingham Office of Information Systems initiative.

37. The project is being conducted in accordance with the City of Birmingham Office of Information Systems recall.

38. The project is being conducted in accordance with the City of Birmingham Office of Information Systems referendum.

39. The project is being conducted in accordance with the City of Birmingham Office of Information Systems initiative.

40. The project is being conducted in accordance with the City of Birmingham Office of Information Systems recall.



Brian Hinkley Alderman Ward Three

2.6

CITY COUNCIL

Finance & Administration
Committee
-Chairman

Keep Hamilton
Clean Committee
-Chairman

Seniors Centre
Feasibility Study
-Chairman

Harbour Task
Force
-Chairman

Handbill
Sub-Committee
-Chairman

Hamilton Municipal
Retirement Fund
-Chairman

Hamilton Seniors
Council
-Liaison

Parks & Recreation
Committee
-Member

Hamilton Non-Profit
Housing
-Member

Regional Engineering
Committee
-Member

Regional Economic
& Planning Committee
-Member

Chairman's Environmental
Advisory Committee
-Member

Hamilton-Wentworth
Children's Aid Society
-Member

October 12, 1990.

Ms. L. Dale,
Acting Secretary,
Information Systems Committee,
The Corporation of the City of Hamilton,
City Hall,
71 Main Street West,
Hamilton, Ontario.
L8N 3V9.

Dear Ms. Dale:

Would you please place the attached correspondence and information on the next meeting of the Information Systems Committee.

You will find attached:

- #1 A Report of the Finance Committee dated 02/10/87.
I bring the Committee's attention to Item #2 of the Report where reference is made to a pilot project for a three-month period.
- #2 Please find enclosed a Profs communication between Alderman Gallagher and myself.
- #3 Please find enclosed the Minutes of the June 21, 1990 Meeting of the Information Systems Committee.
I bring your attention to Item #3 under Other Business in those Minutes.

At this point in time, I have not seen a written report from the 1987 three-month pilot project nor have I seen a report that was referred to in the June 21, 1990 Minutes. I would appreciate the Committee dealing with this matter and providing a written report on this pilot project.

Thank you very kindly.

Yours truly,

Brian Hinkley,
Alderman, Ward 3.

BH:dd

Encl.



Recycled Paper

REPORT OF THE FINANCE COMMITTEE

To the Council of the Corporation of the City of Hamilton

To the Members of Council:

The Finance Committee presents its **SECOND** Report for 1987 and respectfully recommends:

1. That the Chairman of the Finance Committee, the Mayor and the City Treasurer meet with the Provincial Treasurer respecting an increase in the amount of payments to the City of Hamilton in lieu of taxes.
- * 2. That a communications connection be installed in the home of Alderman Gallagher on a pilot project basis for a period of three months at a cost of \$250 initially and \$20 per month thereafter.

NOTE: Alderman Gallagher has indicated that he will be purchasing a micro computer at his expense for use at his residence and he has indicated an interest in establishing a communications link with the Professional Office System installed on the City Hall computer. This connection would enable Alderman Gallagher to send and receive electronic messages between his residence and the City Hall computer.

It is becoming more commonplace to provide communication connections for senior officials in large corporations as it has been generally found to improve access to and from sources of information.

3. (a) That an Offer to Purchase the property of The Corporation of the City of Hamilton known as 401/403 King Street West for the sum of \$160 000 duly executed by Alec Murray Real Estate Co. Ltd. on January 16, 1987 and scheduled for closing on or before April 30th, 1987 be approved and completed. A deposit of \$2 000 is being held by the City Treasurer pending Council approval of this transaction.
- (b) This Offer to Purchase is conditional upon the City completing the purchase of another property suitable to the City, on or before September 2, 1987 which property will serve as a substitute to the one being sold herein and provide accommodation for Hamilton Wesley House. The City shall determine whether the alternate property is suitable for such use. Failing which this Offer shall be null and void and the Purchaser's deposit shall be returned to him in full without interest.

From: JGALLAGH--COHAM

Date and time

05/10/90 08:45:15

To: JHINDSON--COHAM

JIM HINDSON

Subject: Home hook-up.

I would like to get my home system up and running. 150 Mohawk Rd. E.
Apartment 403. Can you please advise when this can be done.

In addition Alderman Hinkley has asked about a home profs hook-up. Since
I have on two occasions made verbal presentations to the finance committee and
they have allowed it to continue I would think its ok to add Alderman Hinkley.

Can we talk about this.

By the way....wasn't Bob Sugden to be hooked up at home as per his contract?

cc: BHINKLEY--COHAM

YOURS TRULY

JOHN GALLAGHER (2730), USERID JGALLAGH

E N D O F N O T E

PF1 Alternate PFs PF2 File NOTE PF3 Keep PF4 Erase PF5 Forward Note
PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return

VIEW THE NOTE

E20

From: BHINKLEY--COHAM

Date and time

05/10/90 11:39:29

To: JGALLAGH--COHAM

*** Reply to note of 05/10/90 08:45

Subject: Home hook-up.

John, I am not asking for a hook-up for myself. I would prefer a written
report on the success of the pilot project undertaken in 1987 with the
computer connection between your residence and City Hall. I would appreciate
the opportunity to assess the cost/benefits of this project, assessing its
merits for any future installations, before proceeding. This matter should
be discussed by the Finance and Administration Committee first.

YOURS TRULY

BRIAN HINKLEY (2730), USERID BHINKLEY

E N D O F N O T E

PF1 Alternate PFs PF2 Copy to PF3 Keep PF4 Erase PF5 Forward Note
PF6 Reply PF7 Resend PF8 Print PF9 Help PF10 Next PF11 Previous PF12 Return

Thursday, 1990 June 21
2:30 o'clock p.m.
15th Floor Committee Room
Regional Offices

The Information Systems Committee met.

There were Present: Alderman J. Gallagher, Chairman
Councillor S. Napper, Vice-Chairman
Councillor A. Sloat
Alderman G. Copps

Absent with Regrets: Alderman M. Kiss - City Business

Also Present: Mr. J. G. Hindson, Director of Information Systems
Mrs. L. Dale, Acting Secretary

1. (a) Declaration of Interest

The Committee Members were asked to declare any conflicts of interest pursuant to the provisions of the Municipal Conflict of Interest Act and no declaration of conflicts of interest were made.

(b) Minutes

The Committee was in receipt of the minutes of the Information Systems Committee meeting held 1990 May 24 and approved a recommendation that the minutes be received and adopted as presented.

2. Items of Business

2.1 Leasing Supplier for 3380-K Disk Drive

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to Leasing Supplier for 3380-K Disk Drive (90-117).

It was moved by Councillor Sloat, seconded by Alderman Copps and carried that the Committee approve the following recommendation:

- (a) That Triathlon Leasing of Richmond Hill provide leasing services in accordance with their proposal dated 1990 June 11. Lowest of four leasing proposals received.

One used IBM 3380-K Disk Drive at \$2 013./month for 36 months.

- (b) That funding be proved from Account No. CH56605 26020 (Central Processing - Leasing Computer Equipment).

- (c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).

- (d) That the City of Hamilton Mayor and Clerk be authorized to execute the above-mentioned lease agreement.

2.2 Leasing Supplier for 3480-B Tape Drive

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to Leasing Supplier for 3480-B Disk Drive (90-118).

It was moved by Alderman Copps, seconded by Councillor Napper and carried that the Committee approve the following recommendation:

- (a) That Scott Leasing of Mississauga provide leasing services in accordance with their proposal dated 1990 June 11. Lowest of five leasing proposals received.

One used IBM 3480-B tape drive at \$890./month for 36 months.

- (b) That funding be provided from Account No. CH56605 26020 (Central Processing - Leasing Computer Equipment).
- (c) That the leasing agreement be in a form satisfactory to the City of Hamilton Solicitor (The City of Hamilton is the Lessee).
- (d) That the City of Hamilton Mayor and Clerk be authorized to execute the above-mentioned lease agreement.

2.3 July Meeting

The Committee was in receipt of a report dated 1990 June 14 from the Director of Information Systems with respect to the July meeting of the Information Systems Committee.

It was moved by Councillor Napper, seconded by Councillor Sloat and carried that the Committee approve the following recommendation:

That the July meeting of the Information Systems Committee be cancelled and the next meeting be held as scheduled for Thursday, 1990 August 23.

2.4 Report to the City of Hamilton Finance and Administration Committee Regarding the Property/Taxation Projection (Information)

The Committee was in receipt of a report to be considered by the City of Hamilton's Finance and Administration Committee on 1990 June 21 regarding the Property/Taxation Project and received for their information, the aforementioned report.

In reviewing the report, it was moved by Alderman Copps and seconded by Councillor Sloat and carried:

That Councillor Napper be appointed as the representative of the Information Systems Committee to the Property/Taxation Sub-Committee.

2 **2.5 Overview by Director of Information Systems Regarding Computer Networking Strategy and Status of Networking Study**

The Committee received a presentation from the Director of Information Systems regarding Computer Networking strategy and the status of Networking study.

Mr. Hindson discussed how computers relate to each other and share information and that the goal is to have everything working together. Mr. Hindson presented a number of examples of Systems working together and emphasized why it is important as it allows us to share resources, information and have longer low-term costs.

Mr. Hindson went on to discuss what a network has to do and networking alternatives. Mr. Hindson discussed the international standards and the status of current network standards.

3. **Other Business**

~~Under other business, the Committee discussed the remote access by Council Members and the items that had been referred back from both Regional and City Council. Mr. Hindson indicated that he is doing a complete cost-benefit review and will be bringing this report back along with the referred item to the Committee at a later date.~~

The Committee discussed the future possibility of a fully electronic agenda of the Information Systems Committee.

There being no further business, the meeting then adjourned.

Taken as read and approved,

**ALDERMAN J. GALLAGHER, CHAIRMAN
INFORMATION SYSTEMS COMMITTEE**

L. Dale, Acting Secretary
1990 June 21

Typed by M. J. Walton

- INFORMATION -

2.7

DATE: 1990 October 15

REPORT TO: Ms. L. Dale, Acting Secretary
Information Systems Committee

FROM: Mr. J. G. Hindson, P.Eng.
Director of Information Systems

SUBJECT: Electronic Mail - Cost/Benefit Review (I/S 90-131)

BACKGROUND:

At the 1990 June 21st meeting of the Information Systems Committee, the Committee discussed the referral from Region and City Council of the proposed Electronic Mail access for Councillors and senior staff for a cost-benefit review.

There is not a large body of knowledge about the cost-benefits of EMail (Electronic Mail) systems. This is due in large part to the number of variables or assumptions that have to be applied and the inability to separate EMail from other "Office Automation" productivity advantages.

Several reports have concluded that Office Automation, in general, can result in the following productivity improvements (as quoted from the Woods Gordon Study):

Secretarial Staff	22% to 31%
Professional Staff	13% to 20%
Management	6% to 12%

When productivity increases are multiplied by salaries, (management productivity increase is lower, but salaries are higher) Office Automation can deliver equivalent value for money at all levels in an organization.

For the purposes of a review of the current use of the EMail system, a cost model was developed based on typical document preparation times, current EMail volumes and paper consumption and associated environmental impacts. The cost model can be adjusted for value of time, (salary or equivalent) preparation time and paper consumption. The model does not take into account other advantages in terms of calendaring, resolution of appointment conflicts and other features that are available as part of the EMail system.

Attached are the results of the application of the costing model for Email under the assumptions indicated.

- 1) Page 1 indicates the costs associated with Conventional (paper-based) internal memos or letters.
- 2) Page 2 indicates the costs associated with Electronic Mail, internal memos or letters.
- 3) Page 3 is a summary of the cost, response times and paper consumption advantages or disadvantages between conventional and electronic communications.

The variables present in Hamilton and Hamilton-Wentworth are:

- * About 120,000 memos and messages are sent using the internal EMail system (PROFS) each year.
- * Employee benefits represent about 15% of employee salaries for inside workers so an employee earning \$30,000 per year has a "value" cost of \$34,500 per year.
- * If half the memos sent via EMail were sent via hard copy, it would take about 42 trees to produce the paper required.

The conclusions reached by the application of the model were:

- 1) The current EMail system is cheaper than paper when the sender/receiver has an average salary and benefits (or value of time) of about \$25,000 per year.
- 2) As the number of EMail users or messages increases, the break-point would lower as the incremental costs are less for each additional user.
- 3) EMail significantly reduces turnaround time. It is possible to receive written text responses within minutes of the request.
- 4) EMail may reduce the impact on the environment by as much as 31 trees per year.

In terms of using a cost-benefit basis as the only basis or criterion for justification of remote access for Councillors and staff, the factors which should be taken into account are:

- 1) Remote users only "marginally" add to costs. If the EMail system is justified based on business use, the additional costs are marginal (as low as \$45 per month). This could be justified by about 5 or more electronic two-way communications per month.
- 2) Council's wishes with the respect to providing or not providing other Office Automation tools for use by Councillors.
- 3) Any guidelines or expenditure criteria that Council may wish to apply.

I would suggest that consideration be given to establishing either monetary or frequency of use guidelines for Council members wishing to use this type of technology to serve their constituents.

COST MODEL FOR CONVENTIONAL MESSAGES (MEMOS or LETTERS)

Annual "value of time" [1]	\$20,000	\$30,000	\$40,000	\$50,000 per year
Available hours per year [2]	1,596	1,596	1,596	1,596 available hours
SOURCE value per hour	\$12.53	\$18.80	\$25.06	\$31.33 value per hour
per minute	\$0.21	\$0.31	\$0.42	\$0.52
Memo/Letter Request/Reply (minutes)				
Memo/Letter composition	5	5	5	5
Letter/memo preparation	5	5	5	5 includes envelopes etc
Copy/filing	3	3	3	3
Receive in Department	1	1	1	1 Receipt log and distribution
Memo reply composition	10	10	10	10
Letter/memo preparation	10	10	10	10 varies if draft version
Copy/filing	3	3	3	3
Receive return reply	1	1	1	1
Total Time (minutes)	38	38	38	38
Total "Cost"	\$7.94	\$11.90	\$15.87	\$19.84
Total paper copies (low)	4	4	4	4
Total paper copies (high)	8	8	8	8
Elapsed time hours (low)	24	24	24	24
Elapsed time hours (high)	96	96	96	96
Annual memos/year (low) [3]	44,980	44,980	44,980	44,980
Annual memos/year (high) [3]	61,620	61,620	61,620	61,620
Annual "Cost" (low)	356,984	535,476	713,968	892,460
Annual "Cost" (high)	489,048	733,571	978,095	1,222,619
Paper sheets used (low)	179,920	179,920	179,920	179,920
Paper sheets used (high)	492,960	492,960	492,960	492,960
Equivalent Trees (low)	15	15	15	15
Equivalent Trees (high)	42	42	42	42

[1] Annual Value of time or salary

[2] Allowances for Holidays, vacation, etc

[3] Based on PROFS mail volume, reduced 50% for phone-equivalent messages

1,730 messages per week in July

2,370 messages per week in June

COST MODEL FOR ELECTRONIC MESSAGES (MEMOS or LETTERS)

Annual "value of time" [1]	\$20,000	\$30,000	\$40,000	\$50,000
Available hours per year [2]	1,596	1,596	1,596	1,596
SOURCE value per hour	\$12.53	\$18.80	\$25.06	\$31.33
per minute	\$0.21	\$0.31	\$0.42	\$0.52
Memo/Letter Request/Reply (minutes)				
Memo composition	3	3	3	3
Letter/memo preparation	0	0	0	0 done at same time as composition
Copy/filing	0	0	0	0 negligible, done electronically
Receive in Department	0	0	0	0 electronic
Memo reply composition	5	5	5	5 return messages less formal, shorter
Letter/memo preparation	0	0	0	0 done at same time as composition
Copy/filing	0	0	0	0 negligible, done electronically
Receive reply	0	0	0	0 electronic
Total Time	8	8	8	8
Total "Cost"	\$1.67	\$2.51	\$3.34	\$4.18
Total paper copies (low)	0	0	0	0
Total paper copies (high)	2	2	2	2 if hard copy printed and kept
Elapsed time hours (low)	0.08	0.08	0.08	0.08
Elapsed time hours (high)	24.00	24.00	24.00	24.00
Annual memos/year (low) [3]	44,980	44,980	44,980	44,980
Annual memos/year (high) [3]	61,620	61,620	61,620	61,620
Annual "Cost" (low)	75,155	112,732	150,309	187,886
Annual "Cost" (high)	102,957	154,436	205,915	257,393
Email System costs [4]	436,730	436,730	436,730	436,730
Total Annual "Cost" (low)	511,885	549,462	587,039	624,616
Total Annual "Cost" (high)	539,687	591,166	642,645	694,123
Paper sheets used (low)	0	0	0	0
Paper sheets used (high)	123,240	123,240	123,240	123,240
Equivalent Trees (low)	0	0	0	0
Equivalent Trees (high)	10	10	10	10

[1] Annual Value of time or salary
 [2] Allowances for Holidays, vacation, etc
 [3] Based on PROFS mail volume, reduced 50% for phone-equivalent messages
 1,730 messages per week in July
 2,370 messages per week in June
 [4] Includes CPU, Communications, terminals, software, maintenance
 based on 250 EMail Users (current number of PROFS users)
 assumes persons not already connected for other systems

SUMMARY OF CONVENTIONAL VS ELECTRONIC MESSAGING COSTS/IMPACTS

SUMMARY OF COSTS

CONVENTIONAL

Annual "Cost" (low)	356,984	535,476	713,968	892,460
Annual "Cost" (high)	489,048	733,571	978,095	1,222,619

ELECTRONIC

Total Annual "Cost" (low)	511,885	549,462	587,039	624,616
Total Annual "Cost" (high)	539,687	591,166	642,645	694,123

Total Cost Difference (low)	(154,900)	(13,986)	126,929	267,844
Total Cost Difference (high)	(50,640)	142,405	335,450	528,496

** EMAIL CHEAPER WHEN AVERAGE SENDER/RECEIVER SALARY AND BENEFITS APPROACHES \$ 25,000 PER YEAR

TIME

Time reduction - hours (low)	24	24	24	24
Time reduction - hours (high)	72	72	72	72

** EMAIL SIGNIFICANTLY REDUCES TURN-AROUND TIME

ENVIRONMENT

Equivalent Trees saved (low)	15	15	15	15
Equivalent Trees saved (high)	31	31	31	31

** EMAIL REDUCES IMPACT ON THE ENVIRONMENT



25070	BLACK/NOIR	BY2507
25071	BLUE/BLEU	BG2507
25072	BLUE/BLEU	BU2507
25073	R. BLUE/BLEU R.	BB2507
25074	GREY/GRIS	BD2507
25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
25078	RED/ROUGE	BF2507
25079	X. RED/ROUGE X.	BX2507

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